

# HEALTH & SAFETY

## POLICY AND PROCEDURES

### STATEMENT

*This statement of policy, and the organisation and arrangements for its implementation has been prepared to comply with section 2(3) of the Health & Safety at Work etc Act 1974. The arrangements for its implementation are detailed within Jim Redfern Associates (JRA) company procedures. (Including specialist procedures for work within the rail environment), construction site safety notes (GE700) and site management plans.*

*Health and safety is a core value, which will be set in context with all other business objectives, to ensure, the health, safety and welfare of all JRA employees and others who may be affected by the company's activities.*

*The company will treat the need to prevent accidents, injuries and ill health to employees and others affected by its work as high priority. In doing so, it will ensure priority is given to the assessment of risk, health and safety planning, and to providing proper information, instruction, training and supervision in accordance with the relevant statutory provisions and industry best practice.*

*It is the responsibility of JRA management and supervisory staff to ensure that this policy and its arrangements are implemented. Health and safety consideration shall always be given high priority in planning and day-to-day supervision of activities, including the duty to provide and exchange appropriate health and safety information with others.*

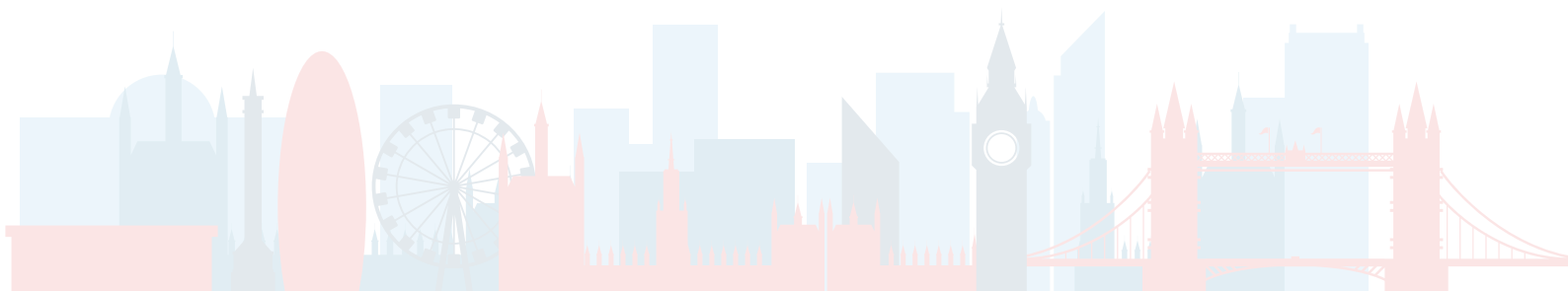
*All employees and others working for JRA are required to comply with this policy. In particular by co-operating and carrying out activities safely, and in such a manner that does not intentionally or recklessly interfere with, or misuse, anything provided in the interest of health, safety or welfare.*

*The Director and Senior Management of JRA are committed to continuous review and improvement in health and safety performance, including implementing new guidelines and legislative requirements in his endeavour to achieve industry best practice.*

*This policy will be revised as often as may be deemed appropriate by JRA and then brought to the attention of all employees.*

Signed:

Jim Redfern  
Managing Director



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## INTRODUCTION

This document describes the arrangements in place to put into practical effect the commitment made in the health & safety policy statement.

The Director of Jim Redfern Associates (JRA) is committed to maintaining high standards of health, safety and welfare throughout the company's operations. Company requirements are designed to secure, so far as is reasonably practicable, the health, safety and welfare of our employees and others, including the general public, who may be affected by our operations.

The company's health & safety policy is applicable to all projects, permanent offices and operational facilities.

Formal amendment to this document is the responsibility of appointed health & safety management with the approval of the director this document will be brought to the notice of all employees. Staff appointed responsible for the management and implementation of health and safety requirements will ensure that at least one copy is available on each site.

## ORGANISATION AND ARRANGEMENTS

### 1.1 ARRANGEMENTS FOR IMPLEMENTATION OF POLICY

The company will achieve the aims and objectives of this policy by:

- Providing clearly defined, safe systems of work and communicating them in sufficient details to those affected.
- Making due allowance in financial terms at the tender stage to ensure that sufficient resources and competent persons are provided for the management of health & safety at work
- Paying particular attention to the provision of safe access and egress
- Selecting and training personnel
- Providing such information, instruction, training and supervision as may be necessary to personnel at all levels, paying particular attention to personnel attending a location for the first time or on a temporary basis.
- Controlling hazardous substances
- Ensuring the receipt of timely, adequate information from sub-contractors and suppliers in respect of health & safety planning, e.g. risk and COSHH assessment and method statement, prior to work commencing
- Identifying hazards and assessing the risks to health and safety in the workplace together with the provision and maintenance of adequate control measures.
- Making arrangements for consultation between management and employees
- Providing appropriate plant and equipment, which is tested, certificated and safe to use.
- Displaying and communicating such written or pictorial information as may be necessary to assist in the implementation of safe practices
- Maintaining high standards of hygiene, cleanliness and housekeeping
- Identifying workplaces which may be difficult to evacuate in an emergency and providing control measures
- Establishing emergency procedures and ensuring they are under the control of trained people
- Reporting and investigating accidents, disseminating findings and where appropriate revising arrangements and procedures

- Ensuring adequate and appropriate protective equipment is provided.
- Ensuring the occupational health and mental well being of employees.
- Carrying out appropriate health surveillance.
- Monitoring and reviewing performance.

## 1.2 RESPONSIBILITIES

Director – it is the responsibility of the director to:

- Accept their individual role in providing health and safety leaderships
- Recognise his role in engaging active participation of workers in improving health & safety
- Direct management under his control to implement the health & safety policy at all times
- Liaise with the company's appointed health & safety manager to ensure proper communication exists at all levels
- Ensure adequate planning is undertaken to provide appropriate resources, training and safe systems of working
- Ensure the provision of this policy is kept under review having regard to the changes in legislation, best practice and the company's business
- Treat the health & safety of persons under their control as a matter of the highest importance

Company HSEQ

Company Health, Safety, Environment and Quality (HSEQ) – it is the responsibility of the Company HSEQ Manager to:

- Ensure the practical interpretation of applicable regulatory and company requirements
- To assist the director in setting realistic goals for the continuous improvement in reduction of accident rates and risk management
- Assist the director to achieve the goals set
- Ensure the goals set are periodically monitored to agreed standards

Health & Safety Manager – it is the responsibility of the appointed health & safety manager to:

- Visit sites regularly (4 weekly whenever possible) and monitor performance in relation to the policy and procedures
- Ensure that a report is compiled where necessary to enable corrective action to be implemented by site management

- Carry out auditing to ensure compliance with existing requirements and identify any areas for improvement
- Represent JRA in communications with the Health & Safety Executive, and other external enforcing authorities or organisations
- Ensure thorough investigation is made and appropriate records are compiled where accidents and incidents occur, and make recommendations to prevent recurrence
- Advise health & safety training requirements
- Ensure that JRA's health & safety management documentation is appropriate and maintained to reflect any changes in legislation and company requirements

Contracts Management/Site Supervision – it is the responsibility of management to:

- Be familiar with and observe all relevant statutory provisions applicable to construction and related industries
- Implement the company's procedures for dealing with sub-contractors and ensure proper co-operation and co-ordination takes place between the various parties who may share the workplace/site
- Provide an overall health & safety plan for each site, making an adequate assessment of the risks involved, and ensuring that safe systems of work and method statements are produced, followed and reviewed
- Ensure activity and/or substance-specific assessments under the Control of Substances Hazardous to Health (COSHH) Regulations are made and communicated to those at risk
- Ensure employees, self employed, temporarily employed and non-employed trainees/persons have received adequate training and information about the activity they are required to undertake, particularly by ensuring induction is provided for those attending a location for the first time
- Ensure employees are aware of the company's policy for health & safety at work and that they have understood its requirements
- Liaise with others as applicable and support initiatives for health & safety representation
- Ensure proper protective equipment is provided, maintained and used
- Report all accidents and incidents to the appointed health & safety manager, carry out investigations, make recommendations to prevent recurrence and ensure this information is effectively communicated
- Arrange 4-weekly health & safety planning meetings with the appointed health & safety manager
- Ensure that weekly safety inspections are carried out, including maintenance of appropriate inspection records

- Ensure proper procedures are made for the safe evacuation of workplaces and that they are under the control of trained and competent people
- Implement the advice given by the company's appointed health & safety manager

Site Foreman – it is the responsibility of foremen to:

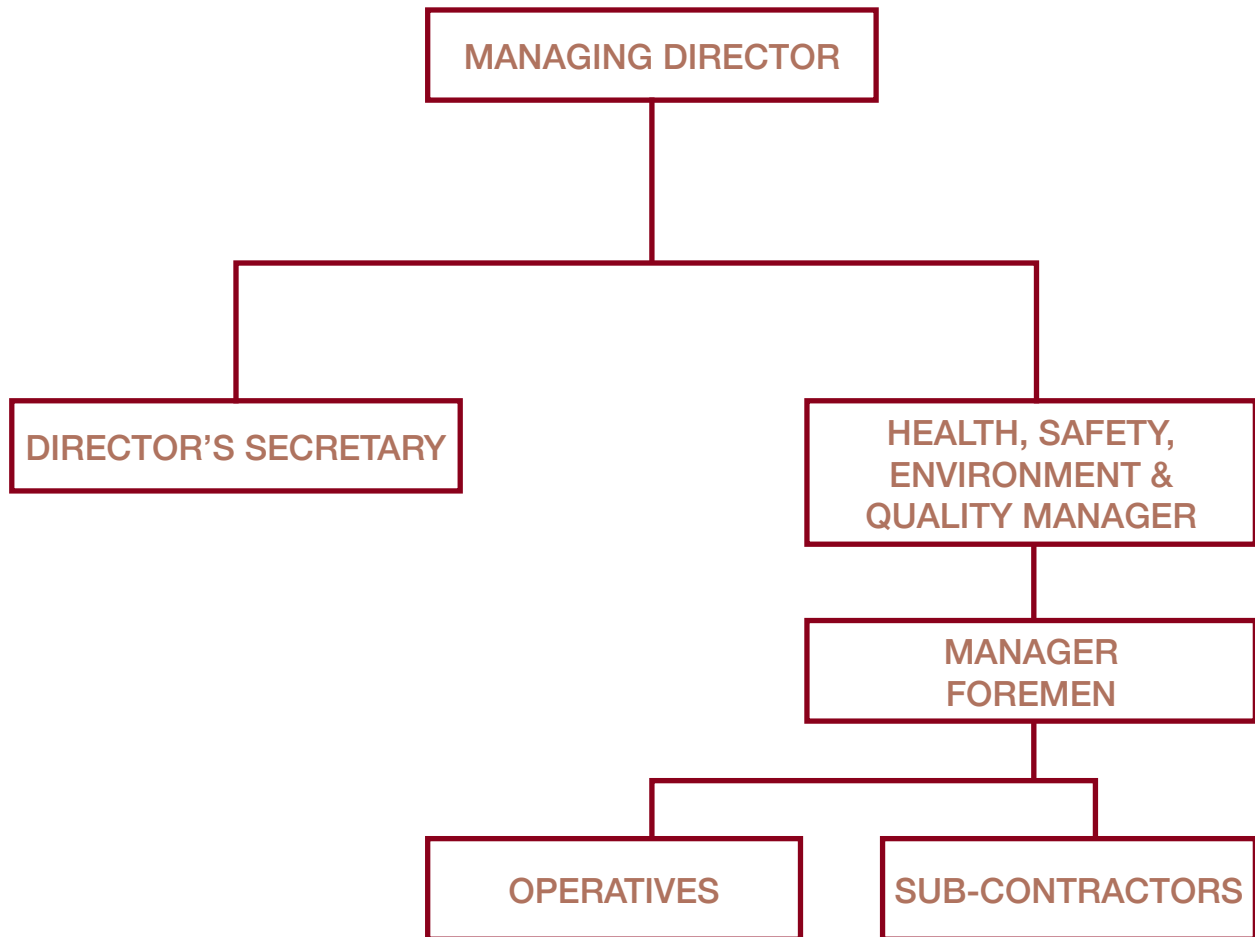
- Ensure operatives are suitable, competent, trained and authorised to carry out the work, particularly where mechanical plant and equipment is involved
- Provide effective front-line supervision on site and ensure that operatives are instructed in the detail of safe systems of work as it applies to particular construction operations
- Encourage the workforce to work in a safety and tidy manner, paying particular attention to the wearing of personal protective equipment and, where necessary, disciplining offenders
- co-operate and liaise where appropriate with other contractors' site supervision

Operatives/Admin/Office Staff/Sub-Contractors – it is the responsibility of employees to:

- Be familiar with the health & safety policy and co-operate with management/supervision in its implementation
- Understand the parts of the health & safety policy applicable to them and take reasonable care for the health & safety of themselves and others
- Follow the instructions given regarding safe working in general and safe methods of work for particular tasks
- Keep equipment in good order, use the correct equipment for the tasks, and report any defects in plant and equipment or any shortcoming in safe systems of work to their manager/supervisor
- Contribute to the safety culture, be aware of relevant site safety rules and abide by requirements
- Use and not abuse the protective equipment and measures provided in the interests of health & safety

### 1.3 ORGANISATION AND STRUCTURE

The Managing Director manages the company with the structure for health & safety management as detailed below:



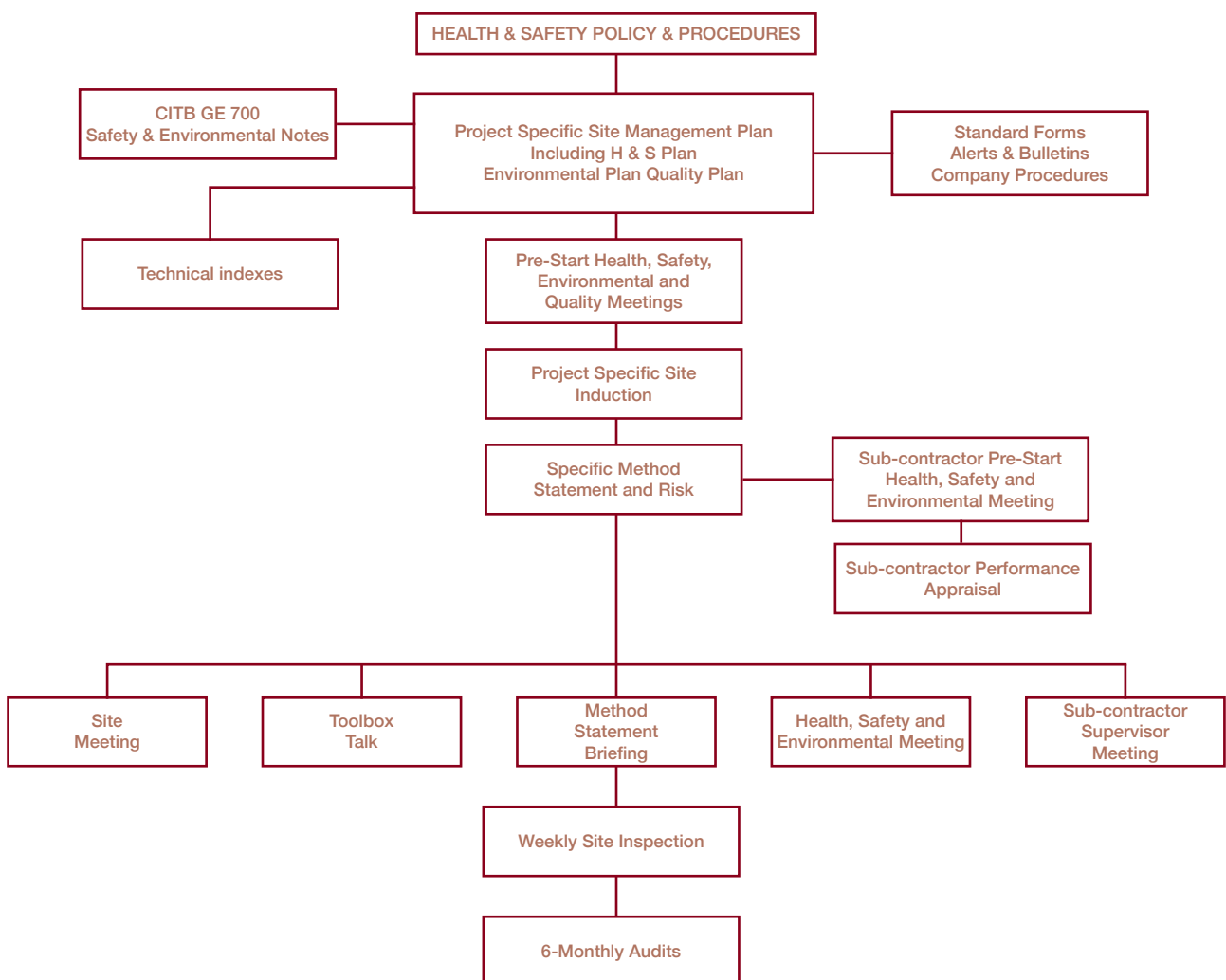


### 1.4 STRUCTURE OF SAFETY MANAGEMENT SYSTEM

The company has a safety management system (SMS) to support the implementation of the policy; a significant part of the SMS is contained in the health and safety policy

- Policies and procedures
- Site documentation
- Health, safety and environmental (HSE) forms
- Alerts and bulletins
- Health and safety objectives and targets
- RIDDOR performance
- Best practice guidance

The JRA HSEQ System is shown in outline below:



## 1.5 MONITORING AND REVIEW

The health & safety policy will be monitored and reviewed by:

- Audit of the company's health and safety performance
- Management review meetings carried out with director, senior managers and health & safety management
- Inspection and reporting of activities and accidents on site
- Comparison with current, new and proposed legal requirements and industry best practice
- External monitoring and auditing carried out by client organisations

## 1.6 TRAINING

Appropriate training will be identified and provided to all levels of JRA managerial and operational employees. Training may comprise safety induction, toolbox talks, method statement briefings, in-house training courses and specialist external training courses. JRA's personnel department maintains full records.

Courses include (but are not limited to):

- Site Managers Safety Training Scheme
- Safety Awareness
- Confined spaces
- Abrasive Wheels
- First aid
- Scaffold Inspection
- LUL entry permit/SPIC
- Use of Computers and Information Technology

Training requirements are assessed both at commencement for new employees, and on an on-going basis for existing employees.

The capabilities and expertise of our management/supervisory employees is assessed at safety management meetings and personal development reviews.

All site personnel will receive a formal, signed off induction talk, which will include both general and site-specific requirements. A member of the site management team will generally give inductions.

Operational employees' training is assessed at site induction by supervisors on site, during working operations and during toolbox talks, when two-way discussion is encouraged.

Evaluation forms are required to be completed by each person attending training courses. These forms help assess the effectiveness of the training course and to identify further training needs.

The company is fully committed to a fully qualified and certificated workforce and supports the Construction Skills Certificate Scheme (CSCS) and other industry approved registration schemes.

## RISK ASSESSMENT AND HEALTH & SAFETY PLANNING

### 2.1 INTRODUCTION

Risk assessment is the responsibility of the site manager or appointed health & safety manager for permanent offices and operational facilities locations.

Principles of prevention to be applied:

- Avoiding risks
- Evaluating the risks which cannot be avoided
- Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate, and to reducing their effect on health
- Adapting to technological progress
- Replacing the dangerous by the non-dangerous or the less dangerous
- Developing a coherent overall prevention policy which covers technology, organisation or work, working conditions, social relationships and the influence of factors, relating to the working environment
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees

All risk assessments shall be reviewed by the relevant manager if there is a reason to suspect it is no longer valid or there has been a significant change in the matters to which it relates. Permanent office risk assessments shall be carried out and reviewed as necessary

### 2.2 THE COMPANY APPROACH

JRA has produced a company standard risk assessment chart to assist in highlighting hazards and significant risks associated with construction, along with references to existing health & safety guidance.

This chart and its contents do not constitute risk assessments. Its aim is to aid the identification of risks requiring detailed assessment.

The company standard risk assessment chart is completed and reviewed at a health & safety-planning meeting, which is, arranged prior to the commencement of site activities. The arrangements to safely execute the works are examined and planned. Within this process significant attention is paid to hazards and risks associated with works.

### 2.3 THE HEALTH & SAFETY AND ENVIRONMENTAL PLANNING MEETING

The hazards and risks identified in the pre-tender health & safety plan shall be assessed and developed where the Construction (Design and Management) Regulations 1994 apply.

Activities, which are likely to produce significant risks requiring specific risk assessments, and those areas of construction operations, which are likely to require detailed method statements, shall be identified and recorded for action at the meeting.

A construction phase health & safety plan shall be produced, to further develop the information incorporated within the pre-tender plan and the items identified at the safety-planning meeting. This will include details of consultation arrangements with employees.

Specific assessments shall also be considered at this meeting to address COSHH, noise, PPE, manual handling etc and shall be included in the respective method statement or compiled and maintained separately.

On a four weekly basis site safety meetings will be held to plan, monitor, review and update the health & safety element of the SMP.

### 2.4 MANAGEMENT OF SUB-CONTRACTORS

All tender enquiries to sub-contractors indicate JRA's safety requirements. Prior to appointment it shall be emphasised to the relevant representative or manager of the sub-contractor that JRA expect full co-operation from them in achieving the required health and safety standards.

As part of the process of selecting sub-contractors their health and safety performance will be reviewed to confirm an acceptable health and safety management system is in place. Audits, accident and performance records and the taking of references will be implemented as appropriate in accordance with company procedures to ensure competent contractors are employed and sufficiently resourced.

## COMPANY HEALTH & SAFETY PROCEDURES

### DEFINITION

This section defines the standards and rules, which complement JRA company procedures, site safety notes and site management plans. It is the responsibility of all employees to observe these rules, to behave in a safe and reasonable manner, and to adhere to all Instructions given by appointed management with regard to the respective location.

Failure to comply with the following rules will render employees liable to disciplinary action. This may be through use of the 'Record of Verbal Warning' notices.

It should also be borne in mind that a breach of health & safety legislation is a criminal offence and action taken by an enforcing officer may result in heavy penalties i.e., fines and/or imprisonment.

Safety is the responsibility of everyone: directors, managers, site and office staff, fellow employees and yourself. All persons have a responsibility to contribute towards making their place of employment a safe place to work. Safety measures are introduced to control risks to everyone at the location including employees, sub-contractors, visitors, and members of the public and anyone else who could be harmed.

JRA's site rules comprise the following as a minimum, and are applicable to all contracts.

#### SITE RULES – HEALTH & SAFETY

- All persons having any business on site must attend an induction and receive and understand a copy of the site rules.
- All persons, whether operatives or visitors to the site, will report to the site office. They will sign in before entering the site, and sign out on leaving.
- All persons on site must wear safety helmet, protective footwear and high visibility garments at all times (the site offices and welfare facilities are excluded from this rule).
- Visitors shall be made aware regarding protective footwear, but may be exempt if agreed and accompanied by site management. Trainers will not be permitted at any time.
- The correct task specific personal protective equipment must be worn at all times, egg, ear defenders, gloves, goggles, masks etc, as necessary
- Unauthorised personnel must not alter scaffolding.
- No one is to operate vehicles, plant or machinery, including fitting abrasive wheels and erecting or dismantling scaffolding unless they are appropriately trained or suitably qualified, egg, CITB or similar and authorised in writing by JRA.
- Defective vehicles, plant or machinery must not be used at any time and the defect(s) should be brought to the attention of the site management immediately.
- No person under the influence of drugs or alcohol will be permitted to remain on site.
- Welfare facilities are to be kept clean and tidy at all times
- Warning signs must be obeyed at all times.
- All accidents and dangerous occurrences must be reported to the site management, and all injuries entered in the accident book.
- Operatives using any equipment producing a naked flame or sparks must have within arm's reach a suitable fire extinguisher. The operative must also be in the possessions of a hot works permit.
- A permit to work is required for any person entering a confined space.
- Only certificated and authorised personnel will be allowed to sling loads or direct lifting equipment.
- A banks man must supervise all reversing vehicles.
- It is incumbent upon all operatives to work in a safe manner and not to endanger themselves or other persons by their actions.

- Portable electric tools and equipment shall only operate at 110 volt power or lower. Elsewhere RCD protection must be used.
- All pedestrian and vehicle control/signs throughout the premises shall be complied with.
- No persons are permitted to be underneath any unprotected overhead activities.

### 3.1 ACCIDENTS AND INCIDENT REPORTING

- 3.1.1 Medical treatment should be sought for injuries sustained at work, no matter how slight, and appropriate records shall be entered in the accident book.
- 3.1.2 All accidents and incidents, including damage to property belonging to JRA or others, shall be reported to site management and the appointed health & safety manager as soon as it is practicable, so that they may be thoroughly investigated to prevent a recurrence.
- 3.1.3 All injuries, diseases or dangerous occurrences suspected of being covered by RIDDOR '95 must be notified to the relevant enforcing authority and appointed health & safety manager as soon as practicable.
- 3.1.4 Records of accidents, direct employees plus sub-contract personnel numbers, and total hours worked are to be prepared monthly for company safety performance measurement.

### 3.2 ALCOHOLS AND DRUGS POLICY

Jim Redfern Associates is committed to maintaining healthy, safe and productive working conditions for its entire staff. JRA recognises that alcohol and drugs have an impact on an individual's ability to work safely and correctly and, as such, aims to provide an environment free from the inappropriate use of substances and where its staff are able to carry out their duties in a safe and efficient manner.

- 3.2.1 The consumption of alcohol by employees is inappropriate at any time when working or before work whenever work performance could be adversely affected.
- 3.2.2 The use of drugs is inappropriate at any time when working or before work whenever work performance could be adversely affected.
- 3.2.3 The use of drugs prescribed by a doctor, who may affect your ability to perform your job, must be notified in confidence to your line manager. Temporary impaired performance may require temporary redeployment.
- 3.2.4 The use of non-prescribed 'over the counter' medication, which may cause drowsiness, or loss of co-ordination must be reported to your line manager.
- 3.2.5 Dispensing, distributing, possessing, using, selling or offering to buy controlled drugs at work is prohibited. Any such activity (including reasonable suspicion of it) on JRA premises will be reported to the police immediately.
- 3.2.6 Any employee found to be in breach of these rules will be liable to dismissal without notice on the grounds of gross misconduct under JRA's Disciplinary Procedures.

- 3.2.7 To assist in the effective implementation of this policy, JRA reserve the right to have tests carried out on individuals following any incident where there is suspicion that drugs and/or alcohol may have been a contributory factor. Random screening may also be carried out.
- 3.2.8 JRA reserve the right to search employees or their property held on JRA's premises at any time if there is a suspicion that the prohibition on drugs or alcohol is or has been infringed.
- 3.2.9 Refusal to consent to testing or search will be treated as gross misconduct under the Disciplinary Procedure and may result in the termination of employment without notice.
- 3.2.10 Where an employee is placed on a contract where more stringent terms apply, e.g., Network Rail, LUL etc, then the more stringent terms will prevail over those contained within this Policy. Any transferred employees will be provided with a copy of the more stringent policy when placed on a contract to which it applies.

#### Policy in Operation

##### 3.2.11 Employees must not

- Report or try to report for work under the influence of drugs, having just consumed alcohol, or be in an unfit state due to the use of drugs or alcohol. Remember you will fail the alcohol test if your blood contains 80mg or more per 100ml of blood (or the equivalent in your breath/urine), which is the legal limit for driving.
- Be in possession of controlled drugs in the workplace without having reported the fact to your manager in accordance with clause 3.2.3 above.
- Be in possession of any illegal drugs in the workplace.
- Consume drugs or alcohol while on duty which includes 'on call'.
- Attend training or assessment events while under the influence of drugs or alcohol.

3.2.12 Failure/Refusal of a drugs and alcohol test (including non-attendance). If an employee refuses to take drugs and or alcohol test or they take a test and the result is positive then they will be subject to the JRA Disciplinary Procedure, which may include dismissal without notice on the grounds of gross misconduct.

3.2.13 To ensure compliance with this policy you may be required to undergo testing in the following circumstances:

- Pre Employment: - new employees may be required to pass a Drugs and Alcohol test before they are considered for employment, if there is sufficient cause.
- Random: - a percentage of employees may be screened each year. These persons will only receive 48 hours notice both verbal and written before they are due to attend screening.
- For Cause: - screening to find out whether drugs or alcohol was a factor in an accident or incident, where the persons actions or

Omissions are suspected to contributing to the accident or incident or the behaviour of the person gives cause to suspect that person is unfit to continue work.

- Transfer: - screening will be carried out if a person is transferring or being promoted to a post involving safety critical work, or activities that affect safety critical work.

Nationally approved bodies will carry out all testing. All testing is undertaken to ensure that employee's safeguards, confidentiality and dignity are maintained to a high standard at all times.

If you are found to have unlawful drugs or alcohol in excess of the limits set out above in your system you may be suspended from work without payment until such time as you are certified to be "clear" of such drugs or alcohol.

### 3.2.15 Right of Appeal.

If following a 'positive' screen result you feel that you have grounds to appeal you must do so first through your line manager in writing, who will then refer the appeal request to the appropriate director.

### 3.2.16 Employees Responsibilities.

In addition to your responsibility not to report or try to report for work under the influence of drugs, having just consumed alcohol, or be in an unfit state due to the use of drugs or alcohol.

You Must:

- Advise your line manager if you are taking any medication in writing before you report for work.
- Declare any medication you are taking and if possible produce the cartons to the screening officer before you are tested.
- Advise your line manager if you have any reason to believe that you might have accidentally consumed drugs.

### 3.2.17 if you need help.

JRA will provide employees with all the necessary support, guidance and help if you think you have, or may be developing an alcohol or drugs problem or any other problem. In the first instance you should approach your line manager or the Personnel Department who will treat it in the strictest confidence.

## 3.3 THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) REGULATIONS 2002

3.3.1 when selecting substances or materials for use in any process, preference will be given to the substance or material that produces least risk to personnel and the environment.

3.3.2 COSHH is specifically addressed at internal and sub-contractor pre-start meetings with COSHH assessments forming an integral part of our safe systems of work.



### 3.4 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDM) 1994

3.4.1 JRA recognises recognise their responsibilities under the Construction (Design and Management) Regulations 1994 as amended.

3.4.2 Project specific arrangements are described in the Site Management Plan.

### 3.5 CONSULTATION WITH EMPLOYEES

3.5.1 Consultation involves listening to employees' views and taking account of what they say before any decision is taken.

3.5.2 Employees will be consulted on matters that affect their health and safety and, in particular, with regard for:

- The introduction of any measures or new technologies
- Arrangements for appointing competent persons
- Relevant health and safety information
- Planning and organisation of any health and safety training

This will be either directly or through elected representatives

3.5.3 Employees or representatives may make representations on potential hazards and dangerous occurrences at the workplace, which affect, or could affect, themselves or others.

3.5.4 Consultation may be carried out during:

- Inductions
- Tool box talks
- Method statement briefings
- Four weekly HSEQ planning meetings
- Pre-arranged or ad-hoc meetings following any responses to information posted on notice boards.

### 3.6 EMERGENCY PROCEDURES

Procedures for serious and imminent danger and danger areas e.g., first aid, fire and means of escape in an emergency, shall be detailed at each construction site and permanent office location, and detailed within the health & safety plan for construction sites. A competent person shall be nominated to implement these procedures.

### 3.7 FIRE PRECAUTIONS

3.7.1 A fire safety risk assessment shall be carried out for all locations to identify necessary arrangements and control measures.

- 3.7.2 A fire plan shall be produced and displayed for permanent offices and appropriate projects to include location of fire fighting equipment, fire or smoke detectors, emergency lighting, fire call points and fire exits. Training, appointment of marshals, and evacuation procedures shall be established, and a fire certificate shall be obtained where required.
- 3.7.3 Adequate fire notices and signs shall be prominently displayed, as identified by the fire safety risk assessment.
- 3.7.4 All emergency procedures pertinent to the work activity shall be adhered to. These procedures will vary from location to location and training will be given.
- 3.7.5 All fire escape routes, fire fighting equipment and fire doors shall be kept free from obstruction and routinely monitored.
- 3.7.6 Any used or missing fire fighting equipment shall be reported to management, who will ensure that it is replaced as soon as possible.

### 3.8 FIRST AID

The company affirms its responsibilities under the Health & Safety (First-Aid) Regulations 1981 to provide or ensure that adequate equipment; facilities and trained persons are provided, to render first aid.

- 3.8.1 An appointed person shall be identified at each location who may be a first aider.
- 3.8.2 It shall be the first aiders/appointed person's responsibility to ensure that appropriate first aid equipment/facilities are maintained.

### 3.9 GROSS MISCONDUCT

An employee will be liable to summary dismissal if he/she is found to have acted in any of the following unsafe ways:

- 3.9.1 A serious or wilful breach of the safety rules as specific to each location.
- 3.9.2 Unauthorised removal or interference with any guard or protective device.
- 3.9.3 Unauthorised operation of any item of machinery, plant or equipment.
- 3.9.4 Unauthorised removal of any item of first aid equipment.
- 3.9.5 Wilful damage to, misuse of, or interference with any item provided in the interest of health, safety or welfare at work.
- 3.9.6 Unauthorised removal or defacing of any label, sign or warning device.
- 3.9.7 Misuse of chemicals, flammable or hazardous substances, or toxic materials.
- 3.9.8 Smoking in any designated 'No Smoking' area.

3.9.9 Smoking whilst handling flammable substances.

3.9.10 Horseplay or practical jokes, which could cause accidents.

3.9.11 Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.

3.9.12 Misuse of pneumatic, hydraulic or electrical equipment.

3.9.13 Dangerously overloading any item of lifting equipment.

3.9.14 Overloading or misuse of any vehicles.

### 3.10 HEALTH

3.10.1 Any medical condition, which could affect the health and safety of an individual or others, shall be reported to management. This information will be requested at site induction.

3.10.2 Where any risk to employees or others is identified (e.g., lead, radiation, night work) health surveillance will be carried out as appropriate.

### 3.11 LONE WORKING

Themselves define lone workers as those who work without close or direct supervision. Lone working will be designed out where possible and only where absolutely necessary is it to be undertaken. Where lone working is necessary, however brief or minor, a specific risk assessment is required to be undertaken and appropriate control measures put in place.

### 3.12 MANUAL HANDLING

Lifting and moving loads by hand is one of the most common causes of injury at work. Many injuries result from repetitive operations, but one poor lift can cause permanent and often painful damage.

- Where practicable the need for manual handling shall be eliminated
- Manual handling assessments need to address task, load, work environment and the individual's capability.

### 3.13 NO-SMOKING POLICY

The following rules apply:

3.13.1 Smoking is prohibited in all common areas including corridors, toilets, and reception areas and in all other offices except where designated as smoking areas.

3.13.2 Smoking areas shall be designated for smoking.

3.13.3 Non-smokers shall not be expected to attend meetings or visit colleagues in the areas designated for smoking.

3.13.4 This policy applies to all persons at all times whilst at enclosed workplaces of JRA.

3.13.5 Smoking will only be allowed in the designated area where adequate non-flammable bins, disposal of cigarette waste and sufficient fire protection arrangements have been provided.

#### 3.14 NOTICES AND WRITTEN INSTRUCTIONS

3.14.1 All hazard/warning signs and notices displayed on the premises shall be complied with.

3.14.2 Where applicable, work permits will be strictly enforced e.g., confined space work where only authorised persons will be allowed to work.

#### 3.15 OFFICE/WORK PLACE SAFETY

3.15.1 Electrical installations shall only be installed by a competent person and tested at regular intervals in accordance with the Electricity at Work Regulations 1989.

3.15.2 Offices shall be kept at a reasonable temperature be well ventilated and lit.

3.15.3 Passages and stairs shall be kept clear of obstructions and well lit.

3.15.4 Flooring shall be kept in a safe condition. Damaged carpeting, liquid spillages etc shall be reported to management.

3.15.5 Filing cabinets shall be loaded from the bottom drawers first and only one drawer opened at a time. Storage racking shall be of adequate strength, properly loaded, stable and securely fixed where possible.

3.15.6 Great care shall be taken in the storage and use of toxic, flammable and corrosive substances, chemicals and liquids. They shall be stored and use in accordance with the manufacturers' instructions/ COSHH assessment.

3.15.7 Portable electric tools and equipment shall operate at 110V or lower. Where this is not possible RCD protection shall be used.

3.15.8 Electrical equipment shall be visually inspected and checked for defects at regular intervals and, if a fault is suspected taken out of use and checked by a qualified electrician. Training electric cables shall be avoided.

3.15.9 An appropriate maintenance system (e.g., HSE guidance) shall be established for all electrical equipment and records of inspection and testing maintained as necessary.

3.15.10 All dangerous parts of machinery shall be adequately guarded.

#### 3.16 PERMITS TO WORK

Permit to work requirements shall be determined by the site manager and appointed health & safety manager for all locations. Employees must check to see if such a system is in place for the work that they are undertaking before commencing.

3.16.1 All permits to work shall be prepared by an authorised, competent person who is familiar with the relevant work procedures, hazards, and all necessary precautions after a thorough assessment has been carried out. The person responsible for carrying out the works shall sign the permit prior to work starting, confirming that they are aware of the conditions laid down within it and agreeing to abide by them.

On the completion of the works or expiry of the permit, the person responsible for carrying out the works should either:

(a) Sign the permit off as work completed and all personnel, materials and equipment withdrawn

Or

(b) Request an extension from the competent person, and ensure authorisation is given by the authorised person.

3.16.2 Permits may be required for:

- (a) Cold work in hazardous areas
- (b) Hot work in hazardous areas
- (c) Erection of structures, false work etc
- (d) Excavation – buried services
- (e) Electrical work (this may include an electrical isolation certificate where work is to be carried out on high voltage equipment etc)
- (f) Work on pipelines/pressure systems
- (g) Entry into confined spaces
- (h) Vehicle/plant movement and maintenance
- (i) Lifting operations
- (k) Working in ceiling void
- (l) Plant operator/authorisation

This list is not exhaustive and all operations should be examined in details and permits initiated if necessary.

3.16.3 In the event of an emergency occurring wherever a permit to work is in operation, personnel will be removed; the permit shall be withdrawn and cancelled immediately. Work shall only recommence when all procedures have again been checked and the permit has been re-issued, duly signed by the authorised person. Where there has been a change to the working environment which introduces new or unknown hazards, work shall cease immediately, and all personnel withdrawn from the affected area. If possible, equipment shall be withdrawn and the area made safe.

### 3.17 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The company recognises its responsibility under the PPE and the Construction (Head Protection) Regulations to assess the risks, to provide and train personnel in the use of suitable PPE and maintain and replace this as necessary. Therefore:

3.17.1 Protective equipment shall be used, stored and maintained in accordance with manufacturer's instructions and the training provided.

3.17.2 Any damage, loss, fault or unsuitability of protective equipment shall be reported to management.

3.17.3 JRA will issue suitable protective equipment to directly employed staff and operatives, and undertake to replace such equipment when necessary.

### 3.18 PLANT & EQUIPMENT

3.18.1 JRA requires all plant and equipment used on site to comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998, and the Lifting Operations Lifting Equipment Regulations (LOLER) 1998 as applicable.

3.18.2 All work equipment (heavy excavation plant to hand held tools) must be suitable for the purpose for which it is intended.

3.18.3 To be able to work as safely as possible it is essential that work equipment is maintained and inspected by a competent person, in accordance with legal requirements and manufacturer's guidance.

3.18.4 Records of inspection, test and thorough examination are required to be maintained.

3.18.5 The use of equipment will be restricted to specific, trained and competent workers.

### 3.19 VIBRATION

3.19.1 JRA recognises Hand Arm Vibration Syndrome (HAVS) as a serious cause of concern for persons using hand held tools, particular those of a rotary or percussive nature.

It is necessary to limit exposure to Hand Arm Vibration using the following methods listed in order of priority:

- (a) Eliminate the hazard by substitution i.e., use of machine mounted breakers, crushing concrete, diamond drilling etc
- (b) Use of low vibration equipment in preference to standard tools.
- (c) Reduce the length of exposure, for example through job rotation.

These preventive measures need to be applied in conjunction with the provision of information and training for workers and their supervisors together with the introduction of health surveillance.

The specific control arrangements to limit exposure to vibration needs to be documented in a risk assessment which clearly defines measures to prevent exposure.

3.19.2 Where further legislation is brought into effect in respect of HAVS and whole body vibration, JRA will comply with the requirements.

### 3.20 VEHICLES

3.20.1 Regular checks of vehicles, in conjunction with company procedures and manufacturer's instructions, shall be carried out prior to use.

3.20.2 Driving or operating any vehicle is not permitted without the appropriate driving licence, competency or authorisation.

3.20.3 Unauthorised passengers or unauthorised loads shall not be carried.

3.20.4 Vehicles shall not be used for unauthorised purposes

3.20.5 Vehicles shall not be loaded beyond the stated capacity.

3.20.6 Driving or operating vehicles whilst suffering from a medical condition or illness that may affect ability is not permitted.

3.20.7 Driving or operating vehicles whilst under the influence of alcohol or any other drug, which may affect operating ability, is not permitted.

3.20.8 All available safety features such as seat belts shall be utilised.

3.20.9 Use of mobile phones in vehicles whilst driving is restricted to hands free use only with the exception of when parked in a safe condition.

### 3.21 WORKING AT HEIGHTS

Working at heights is a high-risk activity, which requires the closest attention to detail at all stages of the work. There is no 'safe height'; anyone who is off the ground is at risk of falling.

Safe work at height shall be managed through the hierarchy of:

- (a) AVOID the risk by not working at height – where it is reasonably practicable to carry out the work safely other than at a height do so.
- (b) PREVENT falls – where it is not reasonably practicable to avoid work at height you should assess the risks and take measures to allow the work to be done whilst preventing so far as is reasonably practicable people or objects falling. This might include ensuring the work is carried out safely from an existing place of work; or choosing the right work equipment to prevent falls.
- (c) MITIGATE the consequences of a fall – where the risk of people or objects falling still remains you should take steps to minimise the distance and consequences of such falls. This also involves the selection and use of work equipment.
- (d) At all stages give collective protective measures (e.g. guardrails, nets, airbags, etc) precedence over personal protective measures (e.g. safety harnesses).

### 3.22 WORKING CONDITIONS/ENVIRONMENT

- 3.22.1 All employees shall make proper use of all safety equipment and facilities provided to control working conditions/environment.
- 3.22.2 Work areas shall be kept clear and in a clean and tidy condition.
- 3.22.3 All rubbish and waste materials including chemicals or oils within the working area shall be disposed of using the facilities provided, at correct disposal points and in accordance with the details within the appropriate method statements or specific site arrangements.
- 3.22.4 Any spillage of liquids shall be correctly contained/removed as soon as is practicable.
- 3.22.5 Chemicals, oils or other hazardous substances shall not be discharged into watercourses, sewers or drains.
- 3.22.6 Toilet and messing facilities provided shall be kept clean and tidy.
- 3.22.7 Any person found contravening these requirements shall be subject to disciplinary action.
- 3.22.8 Personnel shall inspect their work areas continually to ensure they are safe and that no fire or ignition sources are left unattended during or at the end of each working period. Where the activity being undertaken carries any risk of a fire, fully charged extinguishers and precautions to stop flying spares, i.e., fire blankets/screens shall be in place. Where hot work has been undertaken the area shall be checked and any hot spots doused.
- 3.22.9 All materials shall be stored in such a manner as to eliminate hazards.
- 3.22.10 Warning signs and suitable precautions shall be provided to protect anyone from falls from height.

### 3.23 WORK EQUIPMENT

- 3.23.1 Operation of any machine, plant or equipment is not permitted unless employees have been trained, authorised, or are under adequate supervision.
- 3.23.2 All machine guarding shall be utilised.
- 3.23.3 Any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards shall be reported to management for action, which may include taking the item out of use.
- 3.23.4 Repair, maintenance or cleaning of machinery, plant or equipment shall only be carried out in accordance with manufacturer's recommendations and risk assessment where appropriate.
- 3.23.5 No machinery, plant or equipment shall be left in motion, or with the engine running, whilst unattended. Plant and vehicles must be immobilised and the ignition key removed whilst unattended.
- 3.23.6 No repairs or maintenance work on any equipment shall be undertaken unless employees are trained and authorised to do so, including changing of abrasive wheels.



### 3.24 YOUNG PERSONS

Where it is intended to employ young persons, those being under 18 years of age, a specific risk assessment for the type of work they will be involved in shall be carried out in accordance with the Management of Health and Safety at Work Regulations 1999.

Persons under 18 years of age are prohibited from operating lifting appliances and giving signals, or operating certain woodworking machines unless under supervision during training. Special consideration must be made when a person under the age of 21 years is to operate certain vehicles or plant on a public highway, i.e., only if a valid driving licence is held (medium/large sized vehicles etc).