

# J.C SERVICES & SON LTD

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Joiners Shopfitters Builders Plumbers Property Maintenance

## HEALTH & SAFETY POLICY

LOCATION: MAIN ENTRANCE



J.C.Services & Son Ltd  
Unit 12 Geneva Way  
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## **Statement of Health & Safety**

**January 2014**

The company recognises that under the Health & Safety at work Act 1974, it has a legal duty to ensure the health, safety and welfare at work of all employees together with others not in direct employment but have occasion to be visiting any site.

The Director and the management in carrying out their responsibilities insist that everyone is fully aware that they do too have an obligation to comply with all safety standards and to acquaint themselves with the construction regulations of which are available from the office or to discuss matters of which have any doubts with your Site Foreman.

The attached information details the individual safety responsibilities from director –Mr. John Connell to site employees. Periodic checks will be made and anyone found to be failing to respond to their duties will be disciplined.

Training will be given at various times and when required. All employees will then be expected to recognise and guard against foreseeable hazards and how to meet the responsibilities placed upon them.

All Sub– Contractors will confirm that they have read and fully understood the company’s Health & Safety Policy.

This company has a good Health & Safety record, the co-operation of every employee is necessary in order that standards may be maintained or improved wherever possible.

**This policy will be reviewed annually and if necessary may be amended.**

Signed: John Connell

Position: Managing Director

Dated: 1<sup>st</sup> January 2014

## **Chain of Responsibility**

Mr J. Connell is to ensure that an effective policy for the health and safety within the company.

1. Mr. J. Connell will visit the site(s) on a regular basis, and will be responsible for ensuring the site(s) comply with the laid down safety procedures and legal requirements.
2. In Mr. J. Connell's absence, Mr L. Welham will be responsible for the day to day running of the company.
3. Employees
4. Mr. J. Connell is to advise all sub – contractors, and self employed persons of the company Health & Safety Policy and procedures before orders are issued for them to carry out work on our sites or premises. Mr. J. Connell is to ensure that all sub – contractor's work is carried out in a safe and methodical manner and their equipment is serviceable and safe to use.

## **Individual Responsibilities**

### **Managing Director:**

Mr. J. Connell

Main responsibilities are to;

1. Implementing the policy and will ensure that sufficient finances are available to support the policy
2. In order to achieve the aims and objectives of the health & safety policy these issues will be brought regularly to the attention of the company's management team during management and board meetings.
3. Initiate the company's policy for the prevention of injury, damage and wastage; set targets for reduction of accident rates.
4. Administer the policy him self, or appoint a senior member of staff to do so.
5. Know the broad requirements of the construction (Health, Safety and Welfare) Regulations 1996, Construction (Design and Management) Regulations 2007, the Health and Safety at work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the other five EEC Directives; the COSHH Regulations 2002 and all other relevant legislation and to see that the regulations and legal requirements are observed.
6. Ensure all duties under the CDM Regulations 2007 are complied with as a Principle Contractor/Sub-Contractor.
7. Ensure that all levels of staff receive adequate and appropriate training.
8. Insist on sound working practice is regularly observed.
9. Make certain that in tendering; at planning stages an allowance is made for adequate welfare facilities and equipment to avoid injury, damage and wastage.
10. Co-ordinate safety activities between Principal Contractors. Sub-Contractors and other individual contractors who may be working on the same site.
11. Institute proper reporting, investigation and costing of injury, damage and loss.
12. Reprimand any member of staff failing to discharge his/hers duties satisfactory the responsibility allocated to them.
13. Instigate liaison with external accident prevention organisation; encourage the distribution of pertinent information throughout the company.
14. Arrange for funds and facilities to meet the requirements of the policy.

15. Main responsibilities are to organise the site so that the work is carried out to the required standards with the minimum risk to persons, equipment and materials.
16. See that the Construction (Health, Safety and Welfare) Regulations 1996 and other legal requirements are observed on site, that all registers/records and reports are in order and that "Competent Person" appointed has sufficient knowledge of plant and machinery to evaluate all aspects of its safe operations.
17. Give all operatives precise instructions on their responsibilities for the correct working methods; see that they do not require or permit men (particularly apprentices) to take unnecessary risks.
18. Implement arrangements with the Sub- Contractors and other contractors on site to avoid any confusion about areas of responsibility.
19. Check that all equipment, including hand and power tools are maintained in good working order.
20. Make sure that all suitable protective clothing and equipment is available where appropriate and that it is used properly and effectively, particularly in relation to substances hazardous to health.
21. Plan and maintain a tidy site of which is of prime importance in eliminating hazards.
22. Ensure that a qualified First Aid person and all items of First Aid equipment as required by the Regulations are available, and their locations are known to all persons.
23. Implement the wearing of Head and Foot protection on site, of which must be worn on site at all times by all operatives to conform to the Personal Protective Equipment at Work Regulations 1992. Failure to wear a safety helmet or boots will result in disciplinary procedure.
24. Set a personal example.
25. A copy of the policy will be given to employees when they join the company. When changes have been made to the policy, copies will be placed on the company's notice board.
26. The policy will be reviewed annually by the Managing Director in conjunction with an external health and safety consultant. Revisions will be brought to the attention of staff and sub-contractors.

## **Individual Responsibilities**

### **Senior Site Foreman:**

Mr. L. Welham

### **Foreman:**

- 1 Main responsibilities are to organize the work so that the work is carried out to the required standard with the minimum risk to persons, equipment and materials, on sites where required, issue work method statements in written form. (Site Specific Risk Assessments)
- 2 Know the requirements of the Construction (Health, Safety and Welfare) Regulations 1996, CDM Regulations, 2007, the M.H.S.W. Regulations, 1999 and all other relevant legislation.
- 3 Give all operatives precise instructions on their responsibilities for correct working methods, see that they do not require or permit men (particularly apprentices) to take unnecessary risks.
- 4 To be aware that pure compliance with the regulations does not prevent accidents and to exercise his powers of observation and initiative to recognise any potentially dangerous situation.
- 5 Make sure that suitable protective clothing/equipment is available where appropriate and that it is used properly and effectively, to conform to the Personal Protective Equipment at Work Regulations 2002 as amended, and the COSHH Regulations 2002.
- 6 Check that all equipment, including hand power tools are maintained in good condition.
- 7 Ensure that all items of First Aid equipment as required by the regulations are available and their location known to all employees.
- 8 Plan and maintain a tidy site, which is of prime importance in elimination, also to set a personal example.
- 9 Implement arrangements with sub-contractors and other contractors on site/premises, to avoid any confusion about areas of responsibility.
- 10 Set a personal example.
- 11 Implement the wearing of Head Protection on site by all operatives to conform to the construction (Head Protection) Regulations. 1989. Also implement the wearing of safety footwear where there is a risk of injury to the foot, to conform to the Personal Protective Equipment at work Regulation 2002. Failure to wear a safety helmet/boots where and when required will result in disciplinary procedures.

## **Individual Responsibilities**

### **Operatives**

- 1 Main responsibilities are to comply with the Company's Health and Safety Policy and amongst other things to use the correct tools for the job, use safety equipment and protective clothing which is made available and issued in accordance with the Regulations.
- 2 Keep tools in good condition and report any defects in plant or equipment to the site management.
- 3 Develop a concern for safety, personally and for others.
- 4 Co-operate with the Company in carrying out its duties under the CDM Regulations 2007 and the Construction (Health, Safety and Welfare) Regulations 1996 and all other relevant legislation.
- 5 Report any personal injury to immediate supervision and ensure that an entry is made in the B1510 Accident Book.
- 6 Take care of Company property entrusted to you. Refrain from horseplay and the abuse of welfare facilities.
- 7 Report all potentially dangerous situations to management, make suggestions to improve health and safety in the company, make yourself familiar with the Company's Health and Safety Policy. Observe safety rules at all times.
- 8 All operatives to wear head protection on site where there is a foreseeable risk of an object falling from above, or an operative striking his head. The Company states that hard hats are to be worn by all operatives to conform to the Construction (Head Protection) Regulations 1989. Failure to wear a safety helmet will result in disciplinary proceedings.
- 9 To conform to the Personal Protective Equipment at Work Regulations 1992, all operatives are to wear safety footwear if there is a risk of an injury to the foot either by falling object or a protrusion i.e. nails.
- 10 Set a personal example.

### **General Remarks**

The Management whilst accepting their duties under the Section 2 and 3 of the Health and Safety at Work etc Act 1974, to do what is reasonably practicable to identify alcoholism and to ensure that no employee is allowed to be at work (and thus endanger others) whilst under the influence of alcohol, must point out that any employee who is under the influence of alcohol while at work, may well be in breach of the duty imposed on him/her by Section 7 of the Health and Safety at Work Act 1974 . To take care of him/her self and by others while he/she is at work. For the reason stated above, any

employee using drugs whilst not under the strict control of a qualified Doctor may be in breach of the Section 7 of the Health and Safety at Work etc Act 1974.

### **Construction (Design and Management) Regulations 2007**

The Company recognises their duties with regards to the above regulations, which came into force on 6<sup>th</sup> April 2007

As the **Principal Contractor** to take over and develop the Health and Safety Plan and co-ordinate the activities of all contractors so that they comply with health and safety law

Also to arrange for competent and adequately resourced contractors to carry out work, Where it sub-contracted and ensures co-ordination and co-operation with those contractors.

Obtain from contractors their Risk Assessments and details of how they are to undertake “High Risk” activities on site.

Ensure that contractors receive adequate information about the risk on site.

Ensure all workers on site have received adequate training.

Ensure that all contractors and workers comply with the site rules, which may have been set out in the Health and Safety Plan.

Monitor Health and Safety performance.

Make sure that only authorised persons are permitted on site.

Display HSE notification of the project.

Pass information to the CDM Co-ordinator for the Health and Safety File.

As a **Contractor** to provide information for Health and Safety Plan about risks to health and safety arising from their works and the steps to be taken.

Manage their work so that they comply with health and safety plan direction from the Principle Contractor.

Provide information for the health and safety file, on dangerous occurrences and ill health.

Provide information to their employee.

Ensure self-employed workers realise and undertake their duties to conform to the above Regulations.



## **General Arrangements**

Communication with the Health and Safety Executive will be undertaken, to discuss elements of our business. Their advice and guidance is to be followed in every case. In addition will be sought from a Safety Consultant as required.

Copies of all legislation and supporting literature to be kept in the site office for referral.

**Construction Health and Safety Inspectorate:** (Depending on location of site.)

## **Health Surveillance:**

The company recognises that to conform to Regulation 6 of the Management of Health and Safety at Work Regulations 1999, health surveillance will be implemented as required where necessary to all employees.

## **Training:**

In addition to internal training programs, certain specific functions receive specialist external agency training. It is the policy of the company that further training will be implemented as required.

## **Apprentices and Young Persons:**

The young entrant is a special category of operative, lacking in experience and needs close supervision at all times. His/her immaturity demands greater emphasis upon induction into the industry of the training in trade skill at a recognised training establishment. It will automatically include relevant and integrated safety content.

The job method taught will be correct and safe, but it is essential that this instruction in safe working methods is not wasted by uniformed supervision of the young entrant working on site/premises. The company recognises its legal duties and compliance with

**Regulation, 19 of the Management of Health and Safety at Work Regulations 1999.**

They will provide young employees and their parents (where applicable) with comprehensive and relevant information, implementing risk assessments as required by the regulations.

## **Transport**

All vehicles will have road fund licences if travelling on public roads.

All vehicles will be in a roadworthy condition and have current MOT certificates.

The Company will ensure that all waste is disposed of in accordance with the Carriage of Waste Regulations.

Drivers of vehicles will have current driving licences and be authorised.

## **COSHH Regulations 2002**

The Company recognises that these Regulations impose a duty on themselves to protect their employees and other persons who may be exposed to substances hazardous to health and also impose certain duties on their employees.

Prior to any substance being supplied for the use at work the company through its supervision will ensure that an adequate risk assessment is undertaken of the risks to health, connected with using the substances. Steps as are necessary to safeguard the health of the employees and others who may be affected in accordance with the above Regulations.

## **The Noise at Work Regulations 2005**

The Management recognises that to keep up to date with present legislation, compliance with the above Regulations is required and noise assessments to be implemented.

## **The Electricity at Work Regulations 1989**

The Management recognise that compliance with the provision of these Regulations in so far as they relate to matters which are within the Company's control take effect.

Also it shall be the duty of all employees, whilst at work to co-operate with their employers, so far as it is necessary to enable any duty placed on that employer by the provision of the Regulations to be carried out.

The Company shall comply with the provision of these Regulations in so far as they relate to matters which are within their control.

## **Construction (Health, Safety and Welfare Regulations) 1996**

It shall be the duty of every employee whose employees are carrying out construction work and every self employed person carrying out construction work comply with provisions of the Regulations in so far as they affect him or any person at work under his control or relate to matters which are within his control.

It shall be the duty of every person at work:-

- (A) As regards any duty or requirement imposed on any other person under these regulations, to co-operate with that person so far as is necessary to enable that duty or requirement to be performed or complied with and;
- (B) Where working under the control of another person, to report to that person any effect which he is aware may endanger the health or safety of himself or another person.

## **The Management of Health and Safety at Work Regulations 1999**

The Company recognises that to conform to Regulation 3 of the above Regulations. A general assessment package is implemented for all work activities. Work activities of a “High Risk” nature i.e. steel erection, demolition etc, a specific risk assessment is required.

## **Manual Handling Operations 1992**

The company recognises that the above Regulations should not be considered in isolation. Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires the company to make suitable and sufficient assessment of the risk to the health and safety of its employees whilst at work. The following hierarchy of measures will apply:-

- Where possible the need for manual handling will be removed.
- Where manual handling is necessary mechanical aids must be used as first choice.
- Where it is not practical to use a mechanical aid, staff must follow the issued guidance and specific risk assessments.

## **Workplace (Health, Safety and Welfare) Regulations 1992**

The company recognises that all workplaces existing and new comply with the above Regulations immediately; this applies to any modifications, extensions or conversions. These Regulations do not apply to Construction Sites.

## **Health & Safety (Display Screen Equipment) Regulation 1992**

Workstations and work practices will be assessed to ensure they satisfy the minimum requirements. Information and training will be available for display screen equipment users, to comply with the above Regulations.

## **Provision and Use of Work Equipment Regulations 1998**

The company recognises that the above Regulations lay down important health and safety laws for the provision and use of work equipment.

All work equipment used is required to meet the PUWER requirements immediately.

## **Personal Protective Equipment at Work Regulations 2002**

Suitable and adequate protective clothing and equipment to CE standards will be worn in areas or situations where known hazards cannot be eliminated, to conform to the above regulations.

P.P.E. will be on a personal issue where practicable, or readily available on request.

## **Emergency Procedures**

In the event of a fire, explosion, bomb alert or any other emergency the following actions should be taken;

A. If working in an existing factory/premises etc, all employees must be aware of procedures required by the said premises in case of an emergency i.e. fire escape routes, fire drills, muster points etc.

B. In case of a fire onsite, all employees should be aware of the position of the fire appliances. Alarm should be raised in any case and appliances only to be used where no personal risk or risks to others is likely.

C. If working in a new building, then all employees to make themselves aware of the safest means of escape in case of an emergency.

D. If working in the workshop and offices then employees to vacate the building and assemble outside the yard, furthest point away from the building. Do not re-enter the building for any reason until advised to do so by the Fire Officer.

## **General Notes**

Generally, all sites should be kept tidy, as a tidy site is easier to keep a safe site.

Safety is an important part of the building operation and the safety of all is an important as making a good job and completing the contract on time, as well as being the responsibility of everyone from the Management to the men carrying out the work.

**All emergency procedures will be implemented to comply with The Regulatory Reform (Fire Safety) Order 2005.**

## **First Aid/Accidents**

First Aid boxes are located in Head Office, each Site Office and Company Vehicles.

Mr. James Procter is responsible for checking all first aid boxes.

Records of first aid boxes checked will be filed on company premises.

All minor accidents to be reported and details entered into the B1510 Accident Book and J.C.Services Accident Book.

In the case of an accident or dangerous occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Contact a member of staff/First aider, immediately.

Investigate First Aid whilst calling the Emergency Services.

Leave the workplace as it is.

Contact Head Office.

Contact the Safety Consultant.

Contact the Health & Safety Executive (where applicable).

### **Serious Accidents**

In case of a serious incident the Company's Head Office will immediately inform the enforcing authority to ensure the appropriate steps are swiftly taken, as required by RIDDOR 1995.

### **Accident Investigation**

A thorough objective investigation of all lost time, injury accident, serious mishaps, near misses, property damage, and other dangerous occurrences will be instituted by the Management as soon as they occur.

The Company believes that only a detailed investigation into the above occurrences on an ongoing basis and a continuous appraisal of the resulting statistics can ensure that the correct steps are taken to eliminate injury and damage.

### **Joint Consultation**

Due to the size and nature of the Company there is no Safety Committee, therefore, consultation and communication on Health and Safety matters should be carried out in an informal way as follows:

As the Director visits each site on a daily basis then consultation with regard to Health and Safety matters should be carried out between the Director and the Site Foreman and all operatives on site, it should also include sub-contractors where applicable.

This consultation/communication to be informal but to be maintained on a regular basis and to be informative to all parties. A similar regime to be carried out in the office.

Also consultation and communication to be carried out with the Health and Safety Executive and other statutory bodies as required.

**The Company recognises their duties under Health and Safety (Consultation with Employees) Regulations 1996**

## **Risk Assessment**

In accordance with the Management of Health & Safety at Work Regulations 1999, before work commences on site a risk assessment will be undertaken by the Director to identify precautions and procedures in dealing with any special risks relating to the work to be carried out.

The procedures for the Management of Risk will be documented and shown within the Method Statement. These will include statutory controls relevant to the various Health & Safety Regulations, the in-house policy controls of safe working practices and the monitoring of those, consultation, information and any necessary training of employees.

## **Portable Power Tools**

### **Inspection**

Operatives will monitor conditions of power tools.

Checks will be carried out by senior management and site foreman, any obvious damage/fault must be reported and repaired by competent person.

All operatives will be made aware that own tools will need to be electrically tested before using on company business.

All power tools will be electrically tested annually.

A list of all power tools owned by the company is listed and filed at Head Office.

John Connell and/or Glen Jefferson will ensure Appliance Testing records are kept up to date; all records are kept at Head Office.

## **Safe Plant and Equipment**

John Connell will monitor and ensure employees are trained and fully understand the use of work equipment.

Employees will be expected to inform senior management if unsure of operating power tools.

Employees will be expected to check service reports and wear recommended P.P.E of any hired power tools.

For the use of specialist work equipment full training by competent persons will be required and relevant documents issued.

## **Statutory Inspections**

A current certificate of thorough examination and test will be held for each item of equipment and lifting appliance owned.

Equipment that is hired must be accompanied by a current test certificate and marked if subject to statutory inspection.

## **Working at Height**

The following safeguards will be adopted in connection with:

### **Scaffolding**

The Company will undertake to appoint a Sub-Contractor where works necessitate the use of Tubular scaffold.

In accordance with the Law scaffolding work will be carried out under competent and experienced supervision. All scaffolders, except trainees should be experienced and competent in their work. For erecting scaffolds higher than 5m, scaffold operatives should have the appropriate CITB card.

### **Tower Scaffolds**

In some cases Tower Scaffold will be erected by skilled operatives employed by or under the supervision of a competent person appointed by the company.

The following key points will be checked when Tower Scaffolding is erected by the Company:

- Maximum height-to-base ratio of 3:1 if used outside
- Outriggers will be used when necessary
- Are fastened to a structure when necessary
- Any ladders to be fastened inside the tower on the narrowest side
- Edge protection must be provided on the platform, e.g Guard rails and toe boards
- No ladders will be used off tower scaffold platforms
- Persons erecting and using tower scaffold must trained
- Will be used on good ground, clear of holes, made-up-ground and excavations

The law requires that scaffolds are to be inspected at least once a week and after bad weather. The **contractor** is responsible for nominating either himself or another competent person to carry out such inspections and, having done so, to record the result of the inspection and to sign that it has been done

## **Ladders**

The following safeguards will be adhered to and ladders checked to ensure that they are:

- Good condition and free from defects
- Secured near the top or bottom or weighted and footed
- Rise is at least 1.05m above the platform for easy access
- Pitch is at the correct angle (4:1) and the position is as close to the work as practicable
- Not painted or defects disguised.

## **Safe Place Of Work**

In accordance with the Management of Health & Safety at Work Regulations 1999 and the Construction (Health & Safety Welfare) 1996

## **Safe Access**

The company will ensure that:

Safe access be it by gangway, passage, hoist, staircase, ladder or scaffold is provided at each workplace or site.

## **Fire Precautions**

In accordance with the Fire Prevention Regulations 1997, where applicable, and with the Regulatory Reform (Fire Safety) Order 2005.

It will be the responsibility of the **director** to ensure all precautions against fire meet with the current legal requirements, and are in place at the Company's Registered Office. He will also undertake to confirm the following arrangements are in place when carrying out work in other Fixed Premises or on worksites.

- Adequate means of escape
- Escape routes to be free from obstruction

Employees will be instructed in what to do in the event of fire namely:

- To raise the alarm and to ensure the Fire Brigade are called
- To fight the fire but not put themselves at risk
- To evacuate if at risk or told to do so



## **Signs and Notices**

Safety signs appropriate to the risks will be posted in the workplace as required.

## **Confined Spaces**

Where possible works in a confined space will be avoided, however if it is unavoidable then the following precautions will be adopted in accordance with the Confined Spaces Regulations 1997:

Full and detailed risk assessment will be carried out

A method statement will be formulated.

Work will be carried out under a Permit to Work System.

Emergency arrangements and any specific first aid requirements will be put in place prior to commencing work.

Persons working in confined spaces will be competent and adequately trained and supervised.

## **CONTRACTOR ARRANGEMENTS**

All Contractors are required to co-operate with the Company on all their activities in the interests of health and safety. The Company expects all relevant legislation, codes of practice and guidance material to be followed by Contractors engaged by the Company. Additionally the rules set out in this section of the Safety Policy that relate to Contractor conditions must be followed. Contractors who fail to follow any of the above will be removed from site.

### **Contractor Organisation**

Prior to any engagement of any Contractor, the following requirements must be met :-

- Selection must take into account the 'competence' of the Contractor to carry out the work safely. This will mainly focus on track record, references, etc
- The Company will need to establish whether the Contractor is registered with trade bodies/federations
- Where applicable, the Managing Director will inspect the safety policy of the Contractor
  - The Company will alert the Contractor to any risks that may be present arising out of contractors will be provided with a copy of the Company Safety Policy and their attention drawn specifically but not exclusively to this section of the document
- The Company's activities
- The Contractor must provide a work schedule that details the safe system of work they intend to use. This document is likely to require some discussion with the Company to ensure that safe working practices are in place

- The Contractor will alert the Company to any risks that may occur arising out of the Contractor's activity.

### **Pre-Site/Contract Meeting**

The following information must be agreed at an early stage and discussed prior to work actually starting:-

- The nature and parameters of the work
- The areas in which the work activities will be contained
- The period within which the work will be completed
- The location and system operation of the fire alarm and it's ancillary parts plus the evacuation procedures
- The provision of relevant information that safeguards the Contractor's employees whilst working on Company premises, specifically this might include the presence of underground services, locations of fragile roofs or the presence of asbestos
- The Contractor must liaise with the Company on adequate first aid provision, welfare facilities and internal storage requirements
- The access/egress required by the Contractor to and within buildings, plus any provisions for alternative access/egress for Company employees/visitors/customers should normal access/egress be blocked during the contractual phase of operations
- The Contractor's proposals for the use of scaffolding (all types), ladders and other access equipment
- Are there any special permissions required for any of the Contractors activities, e.g. the operation of cartridge guns, loading and unloading where the public or those in adjacent premises might be at risk
- The Contractor's proposals for the safe separation of work areas from open access areas, including details of fencing, etc
- The provision of a work schedule so that Company management are aware of what is going to happen and when
- The Contractor's proposals for the positioning of skips and storage compound areas, if separate from the working area
- What measures need to be taken if the Contractor intends to use any dangerous, noxious or offensive substances or process may present a risk to the health and safety of those present

- The requirement that **if asbestos is found by any contractor during their work then work must stop immediately and the site foreman informed**
- That all obligations under the ‘Construction Design, and Management Regulations 1994’ are understood by the Contractor and that these are employed in full measure where required

### **During performance of the Contracted Work**

The following points must be adhered to during the time the Contracted work is undertaken:

- The Contractor’s accident record book must be kept on site and the Company informed of any accidents that occur. These should be reported as legally required
- The Contractor will appoint a Liaison Officer/Site Supervisor who will liaise with Company management and maintain control over health and safety activities and ensure adequate supervision is provided during the progress of the contract on site. Contact detail such as name, address and telephone number will be required.
- Health and safety must take top priority with regard to the Contractor’s operations; further, where changes are required to existing plans, then the Liaison Officer must inform Company management in good time and be available for meetings (outside normal working hours, if required)
- Regular reports on progress must be made by the liaison officer to the Company management.
- Contractors are booked into and out of premises
- All sub-Contractors are the responsibility of the Contractor for co-ordination of safety issues, safe working procedures etc

### **Work Areas wholly handed over to the Contractor**

All parts of the premises not required by occupiers or the public should be enclosed within a boarded or sheeted perimeter fence of at least 2 metres in height.

All aspects of fencing and protection should be confirmed at the site hand over meeting. Appropriate planning should involve the possible presence of underground services. Fencing should be removed on the completion of the contract but not until any apparent danger has passed.

All site visitors should report to the Liaison Officer when arriving on site. Notices informing visitors of this requirement should be posted, by the Contractor at all entrances.

Only authorized persons (including enforcing authorities) should be allowed to access the site and should be required to register via the Contractor’s Liaison Officer/Site Supervisor on arrival. There should be adequate signs to ensure that this happens. People registered on site

are then the responsibility of the Contractor's Liaison Officer/Site Supervisor in case of fire or other emergencies, when leaving the site they should be de-registered. Relevant personal protective equipment should be issued to people with the requirement to be worn.

All appropriate measures should be taken to prevent unauthorized access to the site.

### **Arrangements for Work In/Around Occupied Buildings**

Wherever possible, work areas must be physically separated from areas used or occupied by the Company employees, visitors and the public. Details of how this is affected should be discussed at the pre-site meeting. Where access equipment is in position for less than one working day a clear demarcation zone must be provided, ideally 2 metres clear of the equipment. Where access equipment is erected and positioned for more than a working day, a barrier should be provided and maintained to prevent unauthorized access.

Public access must be safeguarded during all Contractor operations, with appropriate footways, guardrails, signs and other protective measures to ensure the safety of the public. This instruction also applies to safeguarding of occupiers of buildings. If temporary access is required it must be maintained in a safe condition.

### **Working at Height**

Scaffolds and Ladders should only be moved in occupied or open access areas when these areas are cleared of other occupants.

All scaffold and hoist/lifting operations must comply with up-to-date legislation and guidance including The Lifting Operations and Lifting Equipment Regulations 1998, The Provision and Use of Work Equipment Regulations 1998, The Construction (Health, Safety and Welfare) Regulations 1996 and the Construction (Design and Management) Regulations 1994. The Working at Height Regulations 2005.

Roof work is particularly dangerous and the Contractor is required to follow all best guidance and practices where legislation is not available. Contractors shall not access fragile roofs without the express permission of the site Forman/Managing Director.

### **Housekeeping, Waste Removal and Storage**

Contractor's housekeeping standards should be of a high order and should enable the work to be carried out in a safe manner allowing for safe access and exit. Company employees, the public and visitors should not be put at risk through obstructions and other poor housekeeping standards.

Liquefied Petroleum Gas external storage must conform to best practices, it should be secure and in the open air where no danger is apparent. Where used or stored internally, the Liaison Officer must seek agreement from Company management.

Skips and waste clearance measures should be such that there is no build-up of rubbish, regular clearing and emptying is required as the work progresses. Enclosed chutes are required for tipping/loading from upper floors. All locating of skips should not endanger any of the occupiers/public.

## **General Health and Safety**

Where work is required in “confined spaces” then all operations and procedures shall conform to The Confined Spaces Regulation 1997.

Contractor’s vehicle movements should be such that all dangers are eliminated or minimized for employees, the public and the Contractor’s staff.

Adequate signage is required for all instances (including cases of fire) to warn people of danger. Signs must conform to The (Health and Safety) Signs and Signals Regulations 1996.

Where appropriate, glazing must conform to The (Health and Safety) Workplace Regulations 1992 and the appropriate British/EN standards. Safe procedures must be used in the removal and installation of glazing materials.

Contractors must ensure the stability of buildings, this is important both for the Company and adjacent buildings. On contract completion they should all be left in a ‘safe condition’.

Existing services must not be interfered with without express permission from the Company Management; this also applies for temporary disconnections to services. It is a requirement that Contractors maintain free access to service outlets of all description including fire extinguishers. Gas flues should not be obstructed.

Paint stripping processes should be carried out so as to minimize risk of fire and the possible exposure to dangerous substances, including lead. Health and Safety precautions are necessary when stripping/preparing for decoration; this includes separation of activities from employees and the public, adequate protection using dustsheets and sufficient ventilation for all involved. Contractors should ensure that all work at heights exceeding 2 metres is carried out according to best practices. Where compressed air is used the Company should be notified prior to use, so that dangers can be minimized.

## **Asbestos**

As mentioned in the Pre-Site Meeting requirements where asbestos is found work must stop. The Contractor must ensure there is no exposure to persons on site.

## **CONTRACTORS SHOULD BE FAMILIAR WITH THE LEGISLATION GOVERNING ASBESTOS**

### **Fire Precautions**

The Contractor should ensure that all fire legislation and good practice is adhered to during the contract duration; further, the Contractor should ensure that all fire exits are kept clear at all times and that combustible materials are not left to accumulate and present an unnecessary risk. If required, suitable and sufficient fire extinguishers should be provided by the Contractor, in addition to those ordinarily available throughout the Company premises.

The Contractor should ensure that all relevant statutory provisions are recognized and acted upon together with fire prevention techniques, which should form part of the safe systems of work provided.

Activities, which might give rise to fire risks, should be identified and discussed at the Pre-Site Meeting.

Generally the Contractor should ensure no unnecessary ignition sources are introduced or used and that flammable/combustible materials are carefully stored and moved away as soon as possible.

Where smoking and naked flames are forbidden, relevant signs should be installed and the area clearly identified. This should be brought to the attention of all Contractors' staff.

### **Electrical Equipment**

All Contractors' electrical equipment should conform to the relevant standards, be maintained properly, kept in good order and be included in the appropriate PAT testing procedure.

All portable appliances must be powered through reduced voltage (110 volts), earthed effectively with Residual Current Devices fitted. Connections to the premises electrical supply should not be beyond the capacity to deliver, and should be made through properly constructed plugs and sockets; tapping into fuse boxes is not permitted.

### **Safe Use of Work Equipment (other than electrical)**

The Contractor should ensure that power take offs, cooling fans, belt drives or other exposed dangerous machinery are securely fenced to prevent anyone coming into contact with them. The work equipment used should satisfy all relevant legislation specifically, but not exclusively, The Provision and Use of Work Equipment Regulations 1998.

### **Substances Hazardous to Health**

At the Pre-Site Meeting the Contractor should provide the Company management with relevant information on any substance hazardous to health. Detailed control measures will be required to safeguard all people likely to be on site. The precautions involve storage, use, physical protection and disposal. Comprehensive written COSHH assessments will be required. The Company requires minimum amounts of substances to be kept on site.

### **Noise**

Where noise is likely to be a problem the control measures should be resolved at the Pre-Site Meeting, with relevant action taken on site.

### **Accident Reporting**

The Contractor should ensure that any accidents/near miss situations are reported to the Company management and where appropriate, to the Enforcing Authority. Copies of the accident report will be required by the Managing Director. It is expected of the Contractor that all accidents/near misses will be investigated with remedial action taken to prevent recurrence.

### **Risk Assessments**

All risk assessments for the work involved should be presented at the Pre-Site Meeting; these include, General Risk Assessments, Noise Assessments, Manual Handling Assessments and Control of Substances Hazardous to Health Assessments.



# JC SERVICES & Son Ltd

## Contractor Agreement Form

NAME AND ADDRESS OF PREMISES.....

.....

NAME OF CONTRACTOR'S LIAISON OFFICER/SITE SUPERVISOR

.....

TELEPHONE NUMBER.....

NAME OF COMPANY REPRESENTATIVE.....

TELEPHONE NUMBER .....

JC Services require the Contractor to abide by The Health and Safety at Work Act 1974 and all other relevant legislation and good practice during the terms of the contract. The Contractor agrees to implement good health and safety practices whilst working on Company premises. It is understood that the Company may change the terms and conditions of the contract with regard to health and safety at any time. The Company will endeavor to keep the Contractor informed of such changes as soon as reasonably practicable.

I have read and understood the relevant parts of the Company Safety Policy and hereby agree to implement them in practice.

NAME OF CONTRACTOR .....

SIGNATURE .....

ADDRESS

.....

.....

TELEPHONE NUMBER .....



## **Security , Welfare & Pollution**

Security, Welfare & Pollution will be dealt with as follows in accordance with Construction (Health, Safety and Welfare) Regulations 1996 and when the Company is acting as the Main Pollution Contractor. The Company will however investigate and advise employees of the arrangements in cases where it acts as a sub-contractor.

### **Security**

Worksites must be securely fenced or otherwise secured, so far as practicable.

Warning notices will be posted.

Attention must be paid to risks posed to children entering construction sites, namely:

- Excavations and water- filled holes.

- Access to height via scaffolding etc

- Holes or openings into property

- Badly stacked material

- Equipment and plant that could be tampered with

- Electricity supplies

- Fuels, gases and chemicals that have been locked away overnight

### **Welfare**

Assess the arrangements for the provisions of toilets and facilities for washing and taking meals.

Where an accommodation unit is provided, it must be kept clean and in good repair.

### **Pollution**

Works will be so conducted as not to constitute a public nuisance.

Waste will be segregated by type and disposals notified as relevant.

Relevant consents must be obtained for noise on construction sites.

### **Insurances**

The Company holds Employer's Liability Insurance and the certificate is displayed at the Company's Registered Office.

The Vehicle third party insurance is up to date.

The Company has insurance cover for public liability and material damage.

Insurers will be notified of any new or abnormal risk.

## **Safe Handling of Substances**

The Company is committed to an assessment and control programme aimed at Risk reduction in accordance with the Control of Substances Hazardous to Health Regulations 2002 and Amendments of 1997 and 1999 by such measures as:

- A. Finding safer substitutes for hazardous material.
- B. Control the risk at source by ventilation etc.
- C. Selecting safer methods, such as brushing or rolling rather than spraying.
- D. Good housekeeping to avoid a build-up of contaminants.
- E. Personal protection, for immediate control of short-term exposure.

## **Hazardous Substances**

The impact on H&S of all substances in use will be assessed, and a record of assessment kept. Employees are to be informed, instructed and trained on the risk and precautions to be undertaken.

Exposure of employees, or any persons affected by the Company's activities will be controlled so far as practicable (ventilation etc), with PPE provided if preventive measures alone will not suffice. Where necessary, the exposure of employees will be monitored and health surveillance set up.

## **Information Training And Supervision**

### **Supervision and Training**

John Connell will ensure that anyone connected with the work is familiar with the requirements and knows the system of work, and understands any permit to work conditions. He will also arrange training for employees in order to ensure awareness in accordance with up to date practices and continued competence.

The employees will inspect the worksite daily and the **foreman** will inspect the worksite at regular intervals.

Users should inspect work equipment daily before first use, and the Supervising Officer or competent person will inspect work equipment periodically or as required by law.

## **Company Or Private Mobile Phones and Driving Policy**

As part of our overall Health and Safety Policy, **J.C.Services & Son Ltd** are committed to reducing the risks which our staff face, and create when driving or riding for work. We ask all our staff to play their part, whether they use a company vehicle, their own, or a hire vehicle.

Staff driving for work must never make or receive calls on a mobile phone, whether hand-held or hands free, while driving. Persistent failure to do so will be regarded as a serious matter.

### **Senior Managers Must:**

Lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues. They must never make or receive a call on a mobile phone while driving.

### **Contract Managers and Office Managers Must Ensure:**

They also lead by example.

They do not expect staff to answer calls when they are driving.

Staffs understand their responsibilities not to use hand-held or hands-free mobile phones whilst driving.

Staffs switch phones to voicemail, or switch them off, whilst driving, or ask a passenger to use the phone.

Work practices do not pressurise staff to use a mobile phone whilst driving.

Compliance with the mobile phone policy is included in team meetings and staff appraisals, and periodic checks are conducted to ensure that the policy is being followed.

They follow our monitoring, reporting and investigating procedures to help learn lessons which could help improve our future road safety performance.

They challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal example by never themselves using a phone when driving.

### **Staff Who Drive For Work Must:**

Never use a hand-held or hands-free phone while driving.

Plan journeys so they include rest stops when messages can be checked and calls returned.

Ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone.

Co-operate with monitoring, reporting and investigating procedures.

### **Company Speed Policy**

As part of our overall Health and Safety Policy, **J.C.Services & Son Ltd** is committed to reducing the risk which our staff face, and create when driving or riding for work. We ask all our staff to play their part. Whether they use a company vehicle, their own or a hire vehicle.

Staff driving for work must never drive faster than conditions safely allow and must obey posted speed limits at all times. Exceeding the speed limit is against the law. Persistent failure to comply with the law will be regarded as a serious matter and gross speeding while driving for work will be regarded as a serious disciplinary matter.

Staffs who gain penalty points on their licence may be required to take further driver training. Company cars/vans may be withdrawn from staffs that attain 9 or more points. They will be withdrawn from staffs who are disqualified from driving.

We will co-operate with police enquiries resulting from an alleged offence or incident and supply details of the employee (or the driver, if different) to whom the vehicle is allocated.

### **Senior Managers Must:**

Lead by example, both in the way they drive themselves and by not tolerating poor driving practices among colleagues.

### **Contractor Managers and Office Managers:**

They also lead by personal example.

Staffs understand their responsibilities to drive at safe speeds and obey speed limits.

Staffs receive driving assessments and appropriate training.

Staff plan and undertake journeys at safe speeds and obey speed limits.

Work targets, systems of work or performances related methods of pay do not create pressures which lead staff to use speed inappropriately.

Work-related road safety is included in team meetings and staff appraisal and periodic checks are conducted to ensure our Safe Speed Policy is being followed.

They follow the monitoring, reporting and investigation procedures to help learn lessons which could help improve our future safety performance.

They challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal example in the way they themselves drive.

**Staff who drive for work must:**

Type of vehicle	Built-up areas mph (kph)	Single carriageways mph (kph)	Dual carriageways mph (kph)	Motorways mph (kph)
Cars and vehicles (including dual-purpose vehicles and car-derived vans up to 2 tonnes max laden weight)	30 (48)	60 (96)	70 (112)	70 (112)
Cars towing caravans or trailers (including car-derived vans and motorcycles)	30 (48)	50 (80)	60 (96)	60 (96)
Motor homes or motor caravans (not more than 3.05 tonnes maximum unladen weight)	30 (48)	60 (96)	70 (112)	70 (112)
Motor homes or motor caravans (more than 3.05 tonnes maximum unladen weight)	30 (48)	50 (80)	60 (96)	70 (112)
Buses, coaches and minibuses (not more than 12 metres overall length)	30 (48)	50 (80)	60 (96)	70 (112)
Goods vehicles (not more than 7.5 tonnes maximum laden weight)	30 (48)	50 (80)	60 (96)	70 (112) If articulated, or towing a trailer, limit is 60 (96)
Goods vehicles (more than 7.5 tonnes maximum laden weight)	30 (48)	40 (64)	50 (80)	60 (96)

Never drive faster than conditions safely allow and obey posted speed limits at all times. Ensure they know what the maximum speed limit is for the vehicle they are driving.

Plan journeys so they can be completed at safe speeds and without exceeding speed limits.

Report road safety problems, including crashes. Incidents, fixed penalty notices, summons and convictions for any offence, including speeding, to their line manager.

Present their licence, and any other documents required, for inspection on request (normally annually).

Co-operate with monitoring, reporting and investigation procedures.

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. This may account for over 20 fatalities and 250 serious injuries every week.

A current license for the class of vehicle driven must be held.

Any convictions for driving must be disclosed to JC Services & Son Limited as soon as practicable following the conviction.

Company vehicles must be checked daily for defects to tyres, brakes, steering and lights. Vehicles which do not meet legal standards must not be driven.

The use of mobile phones is restricted to **hands free operation only when driving**. The directors of JC Services & Son Limited do not expect you to answer a hand held mobile telephone whilst driving and this is classed as a disciplinary offence from 1 December 2003. Where hands free vehicle kits are provided and used, it is still necessary to consider safety and not use the device if you will be distracted, arrange to park the vehicle and carry on the conversation whilst parked safely.

Staff must be able at all times to satisfy the eyesight requirements set out in the Highway Code.

Staff must not drive, or undertake other duties, while taking a course of medicine that might impair their judgment. In cases of doubt staff should seek the view of their GP.

You should not drive if you are tired. Be aware of periods when drivers are most likely to feel sleepy, sleep-related accidents are most likely to occur between 2 am and 6 am and between 2 pm and 4 pm. If you are feeling sleepy, stop your vehicle and get some fresh air and rest even if this might upset your schedule.

Drivers should not feel pressurized to complete journeys where weather conditions are exceptionally difficult.

Staff must not drive under the influence of alcohol or drugs.

Staff must observe speed limits at all times.

If you have worked an exceptionally long day and need to drive a long distance to get home contact your line manager for advice/authorisation for an overnight stay. .

Are you satisfied that sufficient time is allowed to complete your journey safely? Are your schedules realistic? Do journey times take account of road types and condition, and allow for rest breaks? The Highway Code recommends that drivers should take a 15 minute break every two hours; JC Services & Son Limited endorses that advice.

When you are on call and are working during the night, if your workload is high, contact another member of staff on call to spread the workload to avoid excessive shift time.

Vehicles must be locked when not occupied; high value items should be removed to a secure area when vehicles are parked overnight.

Staff under the age of 21 must not tow trailers e.g. mobile elevated work platforms, covered trailers, hired trailers unless this has been cleared with the company health and safety officer.

Smoking is not permitted in company vehicles.

### **Monitoring And Review**

The Company Health and Safety Policy will be constantly monitored and reviewed by the **Director** who will take into account of:

- A Personal observation when visiting sites etc.
- B Comments from clients and fellow contractors
- C Incidents attracting publicity
- D Employers liability claims
- E On cost resulting from failure and oversights
- F Visits from, and correspondence with, enforcing authorities and insurers
- G New Legislation.

# Health and Safety Policy Statement

## Declaration

I declare that I have read the Company's Health and Safety Policy Statement and that I fully understand my responsibilities in this connection

Signed .....

Name .....

Position .....

Date .....



**ANNUAL REVIEW RECORD**

<b>DATE OF</b>	<b>CARRIED OUT BY</b>	<b>AMMENDMENTS/REVISION INCORPORATED</b>
Feb 2005	John Connell	Mobile Telephone guidance
Dec 2005	Brian Marsden	General updates of policy.
October 2006	Brian Marsden	Noise at Work Updated
April 2007	Brian Marsden	Policy reviewed generally, CDM 2007 updated
April 2008	Brian Marsden	Policy reviewed confirmed up to date with current legislation.
January 2009	Brian Marsden	Policy reviewed confirmed update with current Legislation
January 2011	Tony Barron	Policy reviewed confirmed update with current Legislation
January 2014	James Procter	Full Policy Reviewed and confirmed up to date with current Legislation