



JW CLARK LTD.

Chowns Mill Business Park, Station Road, Irthlingborough, Northants. NN9 5QQ

HEALTH & SAFETY POLICY AND PROCEDURES

Revision 12 February 2024

JW Clark, H&S Policy Rev 12 February 2024

HEALTH & SAFETY POLICY AND PROCEDURES

ABOUT THIS POLICY

Companies employing five or more persons have a legal duty to prepare a written health and safety policy. Policy documents are the most effective means of demonstrating management commitment and support with regard to health and safety and are considered to be the centre piece of company's health and safety.

The Policy is divided into four parts: -

PART 1

This makes a general declaration based on our obligations under the Health and Safety at Work etc Act 1974.

PART 2

This deals with the organisation and the chain of responsibility within the company for health, safety and welfare. It identifies posts or positions and named individuals with specific responsibilities and duties defined and attributed to those individuals.

PART 3

This deals with the arrangements that have been made by the Company to address the particular hazards associated with our specific work activities.

PART 4

Part 4 contains details of the documentation which provides the evidence and records used to monitor the effectiveness of the Health & Safety Management System. The data gathered will be used to measure the Companies safety performance and to set realistic and achievable goals.

REVIEWING PROCEDURE

This Policy will be formally reviewed every 12 months by the Company's Directors.

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RECORD OF REVIEW & AMENDMENT

REVISION	REVIEW DATE	Details
A	27/11/12	First Draft for discussion.
1	06/12/12	Change to company address. Release to Client for use.
2	13/12/13	Section 2 amended in line with ACoP for CDM. Section 17 amended in line with RIDDOR reporting changes.
3	06/01/15	Annual review. No changes made.
4	04/01/16	Arrangements Section 2 (CDM) amended following the issue of CDM 2015.
5	1/11/17	Changes made to Part 3 section 2 to clarify CDM arrangements. Changes made to Part 3 section 17 to recognise changes to RIDDOR reporting procedures Changes made to Part 3 section 20 to remove reference to Site Waste Management Plans.
7	06/03/20	Annual review. Section 11.2 added
11	24/2/23	Annual review. No changes made.
12	8/2/24	Annual review, no changes made

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PART 1 - HEALTH AND SAFETY POLICY STATEMENT

Statutory Undertaking

In accordance with our duty under Section 2(3) of the Health and Safety at Work Act 1974 and fulfilling our obligations to employees and other persons affected by our activities, JW Clark Ltd. has produced the following statement of policy in respect to health, safety and welfare.

Policy Statement

The health, safety and welfare of employees and other persons affected by the Company's activities are of prime importance to the Company and are regarded as essential elements in the effective operation of the business.

The responsibility for safety at work rests with everybody and the Company's Management will ensure that its policy is carried out through the organisation. Specifically, management will ensure: -

- Adequate arrangements for suitable and sufficient assessment of work activities in order to identify associated hazards and control the risks arising.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare of employees of the company.
- The provision and maintenance of safe access to and egress from any workplace under the control of the company plus safe systems of work
- The co-operation of employees of the company to enable statutory obligations to be met.
- A visible management commitment to higher standards of health and safety achieved through monitoring performance and the continuous improvement of the health and safety culture throughout the company.
- The provision of first aid; fire prevention and control; welfare facilities and working environments that are, so far as is reasonable, without risk to health
- Arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage, transportation and disposal of articles and substances.
- Providing any necessary personal protective clothing and equipment required as the result of a risk assessment.
- The provision and maintenance of plant and systems of work that are safe and without risk.
- Sufficient resources are allocated to ensure the full implementation of this policy

The company requires all employees to comply with this policy and in particular to exercise care for the health and safety of themselves and others who may be affected by their acts or omissions.

The JW Clark Ltd. Health and Safety Policy and the information contained herein will be reviewed on an annual basis and updated as necessary to incorporate changes in legislation or company procedures.

Signed on behalf of JW Clark Ltd.

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John Clark (Managing Director)

Date

PART 2 - ORGANISATION, RESPONSIBILITIES AND DUTIES

2.1. THE COMPANY (JW Clark Ltd.)

The Company's duties will, 'as far as is reasonably practicable' be: -

- To observe the requirements of the Health and Safety at Work etc Act 1974
- To provide and maintain working environments, machinery, equipment and systems of work that are safe and without risks to health
- Arranging safe systems of use, handling, storage and transport of machinery, materials and equipment etc
- To carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of operatives involved in those activities and preparing method statements as required
- To ensure that appropriate personal protective equipment (PPE) is provided
- To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees etc
- To consult with the company's employees on safety matters.
- Provide adequate first aid arrangements and welfare for employees whilst at work
- To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- To ensure that all contractors comply with this Policy, health & safety plans, method statements and risk assessments that are relevant to their work.
- To ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with.
- To prevent any person working whilst under the influence of alcohol or drugs.
- To provide satisfactory levels of finance, human resources, time etc to ensure health and safety at all times.

Chain of Responsibility: -

The overall responsibility for health and safety lies with the board of directors.

- The named Safety Director will keep other Directors advised as to their health and safety responsibilities and those of the company.
- The Company's safety Advisers, Thompson Safety Services, will advise on health and safety matters.
- Directors & Managers will be responsible for the organisation of health and safety on their sites and within their departments.
- Site Managers and Supervisors are responsible for implementing this Policy, and the requirements of all health and safety legislation, on all of the Company's workplaces.

2.2. SAFETY DIRECTOR (JOHN CLARK)

- To monitor the implementation of this Policy and statutory responsibilities.
- To ensure adequate resource provision is made for health and safety.
- To assess the risks to health and safety of all operations and ensure adequate control measures are

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in force to pre-plan safe methods of work

- To ensure co-ordination and co-operation between all parties involved in our construction projects
- To encourage good health and safety practises
- To ensure that members of the public, affected by the Company's operations are adequately protected.
- To ensure that statutory notices are displayed
- To ensure provision of adequate welfare facilities
- To set a good personal example by wearing the appropriate personal protective equipment
- To ensure that relevant information, instruction, supervision and training is provided, monitored and recorded
- To ensure that incidents, accidents, dangerous occurrences and near misses are recorded, thoroughly investigated and reported to the relevant statutory authorities.

2.3. SITE SUPERVISORS

- To comply with this Policy and enforce it on site.
- To organise and co-ordinate site work with minimum risk to health and safety.
- To ensure that operatives are competent
- To ensure agreed methods of work, codes of practice, risk assessments, method statements are adhered to and all registers and records are kept up to date.
- To ensure that operatives are given precise instructions in respect of health and safety.
- To ensure that the storage of materials and substances are safe and, comply with statutory requirements.
- To maintain site accommodation and welfare facilities in a clean and hygienic state
- To ensure that all work equipment is used for the purpose designed, properly maintained and safe to use.
- To ensure the requirements of the First Aid Regulations 1981 are met
- To ensure the site rules with regard to personal protective equipment are observed and to set a good personal example.
- To enforce reporting procedures for all accident and dangerous occurrences and record all injuries in the accident book
- To meet and liaise with visitors to the site and co-operate with statutory authorities
- To rectify defects notified by safety advisers, HSE Inspectors or clients representatives.
- To ensure that adequate induction training is given
- To closely supervise young persons and ensure risk assessments in respect of them have been produced and available

2.4. OPERATIVES

- To comply with this Policy
- To work in compliance with risk assessments and method statements appropriate to their work.
- To comply with all warning notices regarding site safety and personal behaviour.
- To only use suitable work equipment for which they are trained and authorised to operate or use providing such proof as required.
- To report defects in equipment and machinery to their site supervisor
- To wear PPE as appropriate or directed. To wear it correctly and not misuse or abuse it.
- To report any accident, dangerous occurrence or near miss to their Site Supervisor.

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- To take care of the safety of themselves and others who may be affected by their work
- To avoid improvised arrangements and suggest safe ways of eliminating hazards.
- Not to travel as a passenger on plant or vehicles unless it has been designed for such purpose
- To ensure that suitable guards are in position whilst plant and equipment are in use.
- To make unattended plant safe and secure, to switch off and remove keys etc.
- To dismount from dumpers whilst they are being loaded.
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

2.5. SAFETY ADVISOR DUTIES

- To advise the Company, when required, on safety matters in advance of construction operations.
- To carry out site safety inspections when requested and to discuss and advise on matters affecting health, safety and welfare on site.
- To notify the Company's site supervisor of all defects found and provide a written report on site.
- To notify the Safety Director if serious defects are continually not remedied.
- Immediately to contact the safety director if situations are found that, in the opinion of the safety adviser, are dangerous enough to warrant the stopping of any operation.
- To advise of safety training requirements for new entrants and all employees.
- In accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses.
- To check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available.
- To carry out inspections of offices & workshops as required by the company.

2.6. YOUNG PERSONS

A 'young person' is someone who is under 18 years of age. We will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A 'child' is someone who is not over compulsory school age. We will ensure that where a Child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

- Mobile plant
- Abrasive Wheels
- Lifting equipment and accessories
- Acting as 'slinger' or 'banksman' in lifting operations.

2.7. SUBCONTRACTORS & LABOUR ONLY EMPLOYEES

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Contractors and the self-employed who are working for this company, will be required to signify that:

- They are conversant with the Health and Safety at Work Etc. Act 1974 and Approved Codes of Practice.
- They will conduct their activities in accordance with the requirements of this Safety Policy.
- They will observe the special requirements relating to young persons
- They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings, before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.
- No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages.

PART 3 - ARRANGEMENTS FOR CARRYING OUT THE POLICY

General

The company will issue to all employees a copy of its Health and Safety Policy and a register will be kept of all people who have received it and signed for it. (See Part 4 F001)

Subcontract and self-employed persons will be engaged on the condition that they agree to abide by the Company Health and Safety Policy. This condition will be incorporated into the various agreements for subcontractors, which may apply to any particular project.

A copy of the Company Health and Safety Policy will be maintained and posted for information in each of the Company's places of work

Section 1 Risk Assessments and Safe Systems of Work.

Statutory duties are placed on employers and the self-employed under the requirements of the Management of Health and Safety at Work Regulations. These may be summarised as follows:

Assessment of significant risks to the health and safety of employees and others who may be affected by work activities, including contractors, part time and temporary staff.

- Significant risks must be recorded in writing and those groups of employees or others especially at risk must be identified.
- Procedures and systems of work must be specified for the elimination of, or minimising of the risks.
- Risk assessments must be reviewed and changed if circumstances have significantly changed.
- The provision of health surveillance where there is an identifiable disease or adverse health condition relating to the work concerned.
- The design and establishment of emergency procedures to be followed in the event of serious or imminent danger.
- Co-operate with other employers where work areas are shared and exchange information with them on protective measures and the risks associated with each other's activities, and pass this information to employees who may be affected.
- Provide training, and periodically repeat it, for employees in regard to:
 - a) The duties and tasks assigned to them.
 - b) Induction on first being employed.
 - c) New work or further responsibility.
 - d) Changed work processes or methods of work.

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Employees also have statutory duties to:

- Use those things provided by the employer in compliance with the instructions and training given. This would include work equipment, dangerous substances, means of transport, plant and safety equipment.
- Inform the employer of any dangerous work conditions or any matter that is considered to be a shortcoming in his employer's health and safety arrangements.

The Assessment of Risk

The assessment of risk is the identification of what could cause harm in work activity, and the control measures needed to manage those risks.

Five steps to Risk Assessment

The Company will follow five steps when carrying out a workplace risk assessment

- Look for and list the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing controls are adequate or whether more should be done
- Record the findings
- Review the assessment on a regular basis and revise as necessary

Recording

The recorded assessment should be an effective statement of hazards and risks, which then leads management to take the relevant action to ensure health and safety. It is part of the Company's overall approach to health and safety.

The Company has produced a series of generic risk assessments for our main activities and has identified the control measures to be put in place.

Contract Supervisors & Foremen are required to ensure that the results of these assessments are communicated to the operatives and other personnel who are exposed to them.

The format of the recorded Risk Assessment is shown in Section 4 of this document. (Part 4 F002)

Method Statements

Where appropriate method statements for all main work activities have been reviewed and upgraded. Site operatives are expected to comply with the stated working practices within these method statements, any problems identified with the method statements should be brought to the attention of the Director of Health & Safety.

The format of the recorded Method Statement is shown in Part 4 of this document. (F008)

Section 2 The Construction (Design & Management) Regulations

The company recognises its obligations under the CDM Regulations 2015 and will ensure that it fully complies with the regulations whether acting as Principal Contractor or as a Contractor.

Principal Contractor.

Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor. Their duty is to plan, manage, monitor and coordinate health and safety in the construction phase of a project.

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Contractor.

Contractors are those who do the actual construction work and can be either an individual or a company. Their duty is to plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety. For projects involving more than one contractor they have to coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.

Where more than one contractor is involved, there is a requirement to co-operate with others involved to enable safe working.

Section 3 Information, Training, Consultation, Welfare & Working Time

Health and Safety Information

Copies of this policy shall be available to all company employees and other interested parties and a register will be kept of all people who have received it and signed for it. (Part 4 F001)

We are advised by Thompson Safety Services, who provides us with health and safety guidance, advice, support and information including training advice, site inspections, incident investigations and assistance with guidelines and procedures for the implementation of work place health and safety.

Site specific Health& Safety information is also passed to all those affected in the form of risk assessments, method statements, Coshh assessments, toolbox talks, site inductions memos and notices.

Training

Suitable and sufficient training will be provided to ensure that employees at all levels are:

- Aware of their health and safety duties and responsibilities
- Competent to operate specialist tools, plant and work equipment.
- Adequately inducted

Further training needs will be provided as identified necessary that are relevant to their work, and in conformance with this Policy.

Training Policy.

The Company recognises that its most important resource is its employees. It is committed to the training and development of its entire workforce so that they gain the necessary skills to achieve their full potential. This will enable the Company to achieve its aims and objectives. By increasing the skills and knowledge of its staff the Company will produce confident, qualified staff working as an efficient and effective team.

Individual training and development needs may be identified through:

- A training needs analysis
- Requests from employees
- Business, Industry or Client needs
- Legislative Change

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The training and development needs identified will be met through a variety of activities depending on the nature and extent of the requirements deemed necessary.

All training and development needs identified by the Company will be at no cost to the employee. Professional qualification training may be fully or partly funded by the company dependant on the nature of the training.

As part of the organisations continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of any training they undertake.

This policy respects equal opportunities and applies to all employees.

Consultation

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Initiatives from employees intended to enhance health and safety in the workplace are encouraged and should be made through normal management channels. The safety director is available for consultation on any safety or health matter.

Contractors

All workers on site working directly or indirectly under the control of this Company will be required to signify their intention to work to the standards laid down in this Policy. Failure to do so may result in disciplinary action being taken or contracts terminated by us.

The company will satisfy themselves of the competence of any Contractor's prior to work being carried out (Part 4 F004) Where appropriate copies of their Health and Safety Policy, risk assessments and method statements will be obtained and approved by the company.

Prior to a selected subcontractor working at any company site induction training highlighting all health and Safety issues will be carried out.

Welfare

In accordance with the requirements of the Construction (Design & Management) Regulations and the Workplace (Health, Safety and Welfare) Regulations, the company will provide workplaces with adequate provision for their ventilation, temperature and lighting. Appropriate levels of cleanliness shall be maintained and arrangements for the disposal of any waste in accordance with the environmental protection arrangements laid down.

The company will provide suitable and sufficient sanitary conveniences and washing facilities as required for employees at all of our workplaces. Hot and cold running water, soap, towels and drying facilities will be in place. An adequate supply of wholesome drinking water will be provided. Suitable and sufficient facilities for rest and to take refreshments will be provided.

Working Time Regulations

The company recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

Section 4 Safe Access, Traffic Management, Safety Signs and Signals

Safe Access

So far as is reasonably practicable, the Company will ensure that: -

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- Safe and suitable access to and egress from every place of work will be provided and properly maintained to enable all personnel to reach their places of work safely.
- Every place of work shall be made and kept safe for anyone at work there
- No person shall be permitted to access or egress from a place of work that does not comply with these requirements
- Every place of work shall have sufficient working space and so arranged that it is suitable for any person working there
- The worksite will be organised so that pedestrians and vehicles are segregated and can move about the site safely
- Traffic routes will be suitable for purpose and the vehicles authorised to use them.
- Traffic routes will be indicated by suitable signs regularly checked and properly maintained

Traffic Management

Construction sites will be organised, so far as is reasonably practicable, that pedestrians and vehicles can move safely and without risks to health.

The following arrangements will be considered when planning and designing the site set-up and logistics:

- Separation of pedestrian and construction vehicle traffic at or before the site entrance;
- Providing 'construction vehicle-only' areas, where only designated personnel can enter;
- Providing safe pedestrian routes to and from work locations;
- Providing safe construction vehicle routes around the site; and
- Planning and designing routes to reduce the need for reversing manoeuvres.
- Consider the need for wheel washing prior to vehicles entering public roads.
- Where it is not reasonably practicable to segregate pedestrians and vehicles, safe systems of work, which include the provision of a 'banks man' should be considered.
- Site management will produce a site traffic route plan.

Safety Signs & Signals

Where risk assessments have identified a risk, which cannot be removed, part of the control measure to reduce the risk shall be the use of safety signs that comply with The Health & Safety (Safety Signs and Signals) Regulations.

They consist of: -

Warning signs - yellow triangular signs	e.g. "Overhead Power Lines", "Fragile Roof"
Prohibition signs - red round signs	e.g. "No Smoking", "No Entry"
Mandatory signs - round blue signs	e.g. "Eye Protection", "Safety Gloves"
Emergency signs - green rectangular signs	e.g. "First Aid", "Fire Escape Route"
Fire signs - red rectangular signs	e.g. "Fire Extinguisher"

Section 5 Work Equipment & Lifting Operations

Work Equipment

Work equipment will be suitable and sufficient for purpose and comply with The Provision and Use of Work Equipment Regulations 1998. In particular we will: -

- Maintain equipment in accordance with the manufacturer's guidance, in efficient working order and in a good state of repair.
- Ensure that all equipment and plant shall be inspected as required with records of inspections kept (Part 4 F006)

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- Ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary.
- Ensure that persons are protected against dangerous parts of machinery
- Ensure that equipment will only be used in a stable or stabilised condition
- Suitable and sufficient lighting to be available if necessary.
- Ensure employees are not carried on mobile work equipment unless it is so designed and equipped.
- Ensure that where there is a risk of mobile work equipment rolling over, then roll over protection and operative restraints will be provided, used and maintained in good order.
- Ensure remote controlled self-propelled work equipment will be fitted with a means to stop automatically once it leaves its control range and has guards to prevent impacts
- Ensure appropriate personal protective equipment is provided and worn

Lifting Operations

- The Lifting Operations and Lifting Equipment Regulations 1998 will be complied with.
- All lifting operations will be planned and supervised by a competent person.
- A method statement will be prepared before any lifting operations are commenced.
- Lifting equipment will only be operated by competent and authorised personnel.
- Evidence of thorough examination of all lifting equipment must be provided (Part 4 F006)
- Surfaces from which lifting equipment operates to be suitable for purpose.
- Slings and banks-men will be trained and authorised
- Barriers will be used to protect operatives and the public during Lifting Operations.
- Safe working loads must be clearly displayed and not exceeded.
- Routine inspections will be carried out every 7 days and recorded.

Section 6 First Aid

First Aid arrangements shall be in compliance with First Aid Regulations 1981. Where the company are acting as contractor or otherwise working on site, arrangements shall normally be made with the Principal Contractor to share first aid facilities. Where the company is the Principal Contractor sufficient first aid arrangements shall be assessed as part of the welfare requirements.

Sites shall be provided with a first aid kit. The location of the first aid kit and the identity of the first aider will be displayed in the site office. The kit will contain (at least) the scale of equipment in accordance with the Regulations. Employees shall be advised of the arrangements, which shall be included in the induction process.

Certain individuals will be nominated as competent first-aiders and will be given appropriate training. Their names will be shown clearly on office, depot and site notice boards. Every employee is required to make sure he or she knows who the first-aider is and where the First Aid boxes are located in his or her normal work location.

Section 7 Personal Protective Equipment (PPE)

The company will ensure that suitable and sufficient protective clothing and equipment is provided, worn or used wherever there are risks to health and safety that cannot be controlled in other ways

- PPE will be properly assessed before use to ensure it is suitable for purpose
- Employees will be consulted regarding its selection

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- PPE will be properly maintained and stored
- Employees will be provided with instructions how to use it safely
- Used correctly by employees

Selected types of PPE will be compatible to other items that are in use, appropriate for the risks and where necessary, adjustable for the comfort of the wearer. PPE will be 'CE' marked and comply with the Personal Protective Equipment Regulations 2002.

Employees are responsible for safeguarding such items, reporting defects and using the equipment as required.

Section 8 Hazardous Materials

Any material or substance used, or encountered during work, which has the potential for harming health, will be subject to an assessment carried out under the Control of Substances Hazardous to Health Regulations. (Part 4 F007). Hazardous substances include: -

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. silica dust, fumes)
- Naturally occurring substances (e.g. grain dust, pollen)
- Biological agents (e.g. bacteria and other micro-organisms)

When using such substances, we will: -

- Establish whether the substance has an Occupational Exposure Limit (OEL) or a Workplace Exposure Limit (WEL)
- Assess the risks
- Decide what precautions are needed
- Prevent or control and monitor the exposure
- Carry out health surveillance if appropriate
- Ensure our operatives are suitably trained, informed and supervised
- Obtain Data Sheets in respect of those substances
- Relevant assessments will be provided to operatives. Operatives will ensure that precautions outlined in the relevant assessments are implemented.
- Any equipment preventing or controlling exposure to hazardous substances will be maintained and tested periodically, and as required. Employees who are required to make appropriate use of such equipment must report any defects immediately.

Section 9 Health Surveillance, Noise, Vibration & Asbestos

Health Surveillance

Health surveillance may be undertaken for specified employees. Where necessary, the advice of a qualified Occupational Health Practitioner will be obtained. The staff concerned will co-operate with the Company.

We will monitor operatives exposed to potential harm from activities or operations likely to result in them suffering conditions of: -

- hand, arm and whole body vibration syndrome
- occupational Dermatitis

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- noise
- lead ingestion
- musculo-skeletal disorders
- damage to their eyesight
- exposure to asbestos

Noise

The Noise at Work Regulations 2005 will be complied with. Noise assessments will be carried out as appropriate and action taken as identified necessary.

Where noise levels are such as to expose operatives to in excess of 80db(A) averaged over a working day, assessments will identify those operatives and/or activities that will require the provision of suitable noise reduction techniques and/or the use of ear defenders. Such assessments may be specific to site or related to the work activity. Operatives will ensure that the precautions suggested are implemented.

Where noise levels exceed 85dB(A) areas affected will be established, signed and protected against unauthorised entry. Ear protection shall be provided and worn by all within the noise affected area. Employees will be provided with information on hazards of work exposing them to noise levels in excess of 85dB(A) over a working day, instructed and trained in working methods to protect their hearing, including the use of ear defenders. Records will be kept of exposure assessments, information, instructions and training provided, employees trained.

Vibration

It is the responsibility of the Company to assess the risk to the health and safety of all employees who are exposed to vibration from the use of power tools such as concrete breakers, hammer drills and hand-held grinders, and to reduce the risks as far as is reasonably practicable. The company will provide suitable equipment which is correctly maintained and provide instruction and training for their safe use. It is also the responsibility of the company to monitor and control the exposure of workers to vibration.

Asbestos

The company will comply with The Control of Asbestos Regulations 2012 and the Approved Code of Practice.

- All work places will be surveyed by a competent person to ascertain whether or not asbestos is present.
- Work places include those premises which are occupied or used by this company
- Records will be kept of the survey findings.
- Licensed contractors will be engaged to undertake removal, repair or disturbance of asbestos
- The company will ensure that such work is properly planned, assessed for risk and executed.
- Assessment to include those employees and others exposed, or liable to be exposed to asbestos
- All employees likely to be exposed to asbestos fibres will be provided with all of the necessary information, supervision and where appropriate training. If exposure is unavoidable then safe systems of work will be developed, and protective equipment provided.

Section 10 Site Emergency Procedures

Wherever we control the site, the site manager will ensure that all relevant legislation, Codes of Practice and other relevant statutory provisions will be complied with. This will include

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- Adequate fire precautions and the if necessary the production of a fire risk assessment,
- Emergency procedures and contingency plans are established for dealing with such risks
- Ensuring that employees are familiar with and understand the procedures providing training as necessary.
- The control and use of highly flammable liquids, gases and other flammable substances such as oil, solvent based paints, wood dusts, spray applications, etc.
- Management will ensure that employees are familiar with, understand and comply with the procedures.
- Hot works will only be carried out under a 'hot work permit' system
- Gas cylinders will be kept in purpose-built trolleys, stored upright, secured from falling and with valves locked off. Flash back arrestors will be fitted.

Wherever the company act as contractor or is working in occupied premises, the emergency procedures of the Principal Contractor or occupier shall be ascertained and followed.

Section 11 Site Safety – Clients and other Persons

11.1 Construction sites.

Strict controls are necessary on construction sites to ensure the health and safety of everyone whether legally there or not.

- Where construction works are carried out in conjunction with continuing activity, business or otherwise of the Client, then careful consideration should be given to the phasing of the works.
- Building work should be separate to that of the Client's activity where possible.
- Should Clients and Client's staff need to access areas where building work is being carried out, it should be minimised and strictly controlled
- Assessment of hazard and risk will be carried out in respect of any work activity.
- Management will monitor control measures and review the assessment as necessary.
- Effective protection controls in the work area, such as fans, barriers, warning notices etc, will be in place at all times and inspected regularly.
- Information, communication and control measures are essential matters, which need to be discussed with Clients at regular meetings.
- A safe method of work will be planned and put in place prior to work commencing.
- Any hazards, risks or unsafe matters identified should immediately be brought to the attention of Site Managers for necessary action.
- All accidents, injuries and incidents will be reported to site management, recorded as necessary and appropriate action taken.
- In the event of an incident or accident to Client personnel or member of the public the Safety Director will be informed and carry out an investigation and report, if necessary.
- Any Fire Plan provided by the client, in respect of his premises, will be communicated to contractors to ensure it is understood and not compromised by any building operations. This matter must be taken into consideration for the Contingency Fire Plan.

11.2 Yard.

HEALTH & SAFETY POLICY AND PROCEDURES

- All visitors must report to reception on arrival
- No visitor must enter the yard without prior approval of management
- Visitors must be accompanied when in the yard
- Visitors are advised to be aware of nearby vehicles moving in all areas. They must keep clear of heavy vehicles, and remember that caution is necessary at all times
- Visitors must wear high-visibility clothing in the yard

Section 12 Office Health & Safety, Display Screen Equipment, Office Emergency Arrangements.

Office Health & Safety

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by: -

- Properly storing materials,
- Protecting against or eliminating trailing electrical cables,
- Closing filing cabinet drawers,
- Keeping staircases and fire exits clear and unobstructed
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established.
- Chemical hazards will be subject of COSHH assessments
- Electrical hazards will be minimised by ensuring: -
- That all cables and connections are maintained in good condition
- Equipment is properly earthed and correctly fused,
- Sockets are not overloaded
- Water kept away from electrical installations
- Electrical equipment shall be subject to regular checking every 12 months
- Electrical Installations shall be subject to regular inspection by a competent person.

Visual Display Equipment

Risk Assessments will be completed and should cover the following points: -

- Work station must have adequate lighting without glare or distracting reflections
- Adequate space to be provided to allow postural changes and leg room
- All work stations should be tailored to suit individual operators and records of training kept.
- Equipment provided must be appropriate to the task
- Work surfaces must allow for flexible arrangements
- Work chair to be adjustable and have 5 points of contact with the floor.
- Footrest to be provided if required.
- User to take frequent short breaks away from the screen area
- Eye sight test to be provided at request of user
- Damaged or faulty equipment will be taken out of use and reported to management

Office Fire Emergency Procedure

- A risk assessment will be completed under The Regulatory Reform (Fire Safety) Order 2005
- All staff will be instructed in the 'emergency evacuation' procedures.
- Emergency evacuation drills will be carried out and recorded.
- Alarms and firefighting equipment will be serviced and maintained.

HEALTH & SAFETY POLICY AND PROCEDURES

- Fire and emergency evacuation instructions will be posted in conspicuous positions.
- Visitors will be 'booked' in and out and escorted from the office in an emergency.

Fire hazards will be minimised by: -

- keeping fire doors closed,
- keeping fire extinguishers in place,
- keeping paper and other flammable materials to a minimum,
- a 'no smoking' policy in line with the Smoke-free (Premises and Enforcement) Regs 2006

Section 13 Driving of Motor Vehicles on Company Business

Company Cars, Vans & Lorries

- Drivers will comply with the Road Traffic Act 1974, all subordinate legislation and the Highway Code.
- Only persons with full driving licenses will be permitted to drive that class of vehicle.
- Driving licenses will be checked annually.
- All employees are required to report any driving convictions or points on their license.
- A system of recording accidents/incidents will be established to identify training needs
- Training will be provided where a need is identified.
- All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.
- Vehicles and trailers will be visually inspected daily
- No vehicles or trailer will be used in an un-roadworthy condition.
- All vehicle defects will be reported immediately.
- Mobile telephones will not be used whilst driving.
- No one will drink alcohol, take drugs or medication which could affect their ability to drive,
- Drivers and passengers will not smoke in company vehicles

Section 14 Highly Flammable Liquids & Liquefied Petroleum Gas

Storage & Use of Highly Flammable Liquids (HFL)

The Dangerous Substances and Explosive Atmosphere Regulations 2002 will be complied with at all times.

- Containers of all HFL's will be identified and properly marked
- Quantities of HFL's, less than 50 litres, will be stored in properly marked, lockable, ventilated metal bins.
- Bulk storage (more than 50 litres) of HFL's will be in securely locked cages or a well ventilated, secure building, apart from other buildings and clearly marked HIGHLY FLAMMABLE LIQUIDS - NO SMOKING and suitable fire extinguishers provided.
- Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking will be permitted and suitable fire extinguishers will be provided.
- HFL fumes and vapours will be dispersed by adequate ventilation.
- A flameproof motor will be used if mechanical ventilation is required to disperse fumes etc
- Manufacturers or suppliers' data sheets and COSHH assessments will be provided
- Warning notices and barriers will prevent unauthorised entry into buildings /areas where HFLs are being used.

Storage and Use of Liquefied Petroleum Gas (LPG)

L P G (butane propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. When used we will ensure: -

HEALTH & SAFETY POLICY AND PROCEDURES

- The company complies with The Dangerous Substances and Explosive Atmospheres Regulations 2002.
- LPG cylinders will not be stored in buildings or containers but in a compound or cage at least 4m from any building or other structures or sources of ignition.
- Signs will be displayed indicating the presence of LPG and prohibiting smoking.
- LPG cylinders will always be used and stored upright
- After use, all LPG cylinders will be returned to the store.
- When stored Used and full LPG cylinders will be stored separately and segregated from oxygen cylinders Fire extinguishers must be in place.
- When being transported cylinders will be kept upright and secured.
- Vehicles will display warning notices and carry a TREM card, be equipped with fire extinguishers and the driver trained in emergency procedures.
- Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safety standards.
- Under no circumstance will heat be applied to any LPG cylinder.
- When not in use the gas will be turned off at the cylinder valve.
- Where there is evidence of an LPG leakage the following action will be taken: -
 - Gas turned of at cylinder valve.
 - All doors and windows opened.
 - Area will be vacated and Site Manager to be informed.
 - Electrical switches and telephones WILL NOT BE OPERATED.

Section 15 Electricity at Work

All reasonable and practical steps will be taken to secure the health and safety of employees who use, operate, install or maintain electrical equipment. All electrical tools, machinery and equipment are to be inspected regularly by the manager or supervisor in any workplace to ensure that all plugs, sockets, leads, connection are in good safe working order. Defects are to put right straightaway. Mains and portable electrical equipment will be tested by an independent competent person, at least once a year.

Site Work

- All electrical work will be carefully planned and subject of a risk assessment. Electrical work will only be carried out by sufficiently trained, competent and authorised operatives
- If existing live supplies are present, they will be subject of a survey by a suitably qualified person to ensure they are safe before work commences.
- Battery powered or 110v electrical equipment will be used so far as practicable on construction or civil engineering sites
- All portable generators and other electrical equipment will only be used in accordance with the manufacturer's instruction.
- Where overhead power lines are likely to cause a danger the area electrical authority will be consulted, and their advice will be followed.
- A competent person will supervise all work adjacent to overhead or underground electrical supplies.
- Only electrical equipment which has been tested and for which certificates of test are in force, will be permitted to be used.
- Electrical equipment etc will not be used or misused, so as to cause danger or injury.
- All persons who use electrical equipment should be trained to carry out visual inspections.
- All electrical equipment will be the subject of safety inspection (PAT) by a competent person.

HEALTH & SAFETY POLICY AND PROCEDURES

Records will be maintained (Part 4 F010)

Section 16 Manual Handling

The company will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the Manual Handling Regulations 1992. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the regulations and training will be given. All personnel are to:

- Avoid hazardous manual handling activities so far as is reasonably practicable
- Assess any hazardous manual handling activities that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable
- Provide or obtain information on the load to be handled

When considering how to deal; with manual handling activities, we will ensure that the below factors are addressed: -

- The task, the load
- The working environment
- Individual capacity
- Other factors that may affect the activity
- Make full and proper use of handling aids
- Inform their supervisor of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
- Inform a supervisor immediately of any injury incurred through manual handling.

Section 17 Accident Reporting & Investigation

Accident Reporting

All accidents, injuries or dangerous occurrences are to be recorded in the accident registers provided in each of the Company's workplaces

Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR), all reportable Injuries, occupational diseases, dangerous occurrences and gas incidents must be reported using the online reporting system.

Reportable Injuries are:

- The death of any person.
- Specified injuries to workers are:
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - any injury likely to lead to permanent loss of sight or reduction in sight
 - any crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
 - any scalping requiring hospital treatment
 - any loss of consciousness caused by head injury or asphyxia
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

HEALTH & SAFETY POLICY AND PROCEDURES

- The over-seven-day incapacitation of a worker. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Occupational Diseases are:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous Occurrences are:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Procedure:

- Report the accident to Company Management immediately.
- The responsible Director will make a RIDDOR report using the online reporting system.
- The responsible Director will ensure that the accident has been properly recorded in the Company Accident register and if appropriate instigate an investigation.

Accident Investigation

It is the policy of the Company to fully comply with RIDDOR. The Company's management sees Accident investigation as a valuable tool in the prevention of future accidents. In the event of an accident resulting in injury a report will be drawn up by the responsible Director or a competent person appointed by the responsible Director detailing;

- The time, date and location of the incident.
- Details of the injured party – name address occupation etc
- The circumstances of the accident including any photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses and copies of eyewitness statements.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will be analysed by management who will attempt to identify the root cause of the accident and what action needs to be taken to prevent recurrence. Follow up risk assessment or safety inspections will be completed after a reasonable period of time to evaluate the effectiveness of any new measures adopted.

Section 18 Workplace Inspections

HEALTH & SAFETY POLICY AND PROCEDURES

It is the policy of the company to comply with the Workplace (Health, Safety and Welfare) Regulations. Regular inspections will be carried out by the Management or by other nominated competent persons. These inspections will verify the effectiveness of the company's Health and Safety Policy and procedures. All Inspection findings will be recorded and discussed, and any corrective actions will be taken as far as is reasonable and practicable. (Part 4 F011)

Section 19 Excavations, Earthworks & Confined Spaces

Excavations and Earthworks

This organisation recognises that excavation is a hazardous operation. 'Excavation includes any earthwork, trench, well, shaft, tunnel or underground working'

We will ensure that all practicable steps shall be taken where necessary to prevent danger to any person, including where necessary, the provision of supports or battering etc to ensure: -

- any excavation or part excavation does not collapse;
- no material from the side, roof or adjacent to any excavation is dislodged or falls;
- no person is buried or trapped in an excavation by dislodged or falling materials;
- no part of an excavation or ground adjacent to it shall be overloaded with materials or equipment.

Construction work will not be carried out in an excavation that has supports or battering provided unless the excavation, equipment and materials that affect its safety has been inspected by a competent person: -

- at the start of the shift;
- after any event likely to affect its strength or stability;
- after any material unintentionally falls into the excavation;
- the person carrying out the inspection is satisfied work in the excavation can continue safely.
- safety helmets will be worn in and near excavations;
- underground services shall be traced, and steps taken to protect them;
- suitable precautions must be taken to prevent undermining or weakening of nearby structures;
- overhead power lines will be protected against accidental contact by machine;
- underground services will be located and exposed by digging carried out by hand within 500mm.

Confined Spaces Operations

A confined space can be described 'as a place that is substantially enclosed and there is a foreseeable specified risk'.

A specified risk means 'a risk of serious injury to a person arising out of fire and explosion and, without prejudice to this risk, the loss of consciousness of a person due to an increase in body temperature, asphyxiation by gases or oxygen deficiency. It also includes drowning due to an increase in the level of a liquid, asphyxiation by solid materials which can flow or entrapment by such substances, so as to render the person unable to reach safety unaided'.

It is the policy of the company to take all reasonable steps to secure the health and safety of employees, or contractors, who are required to enter into confined spaces.

Health and safety hazards may arise when entry into confined spaces is required. It is the intention of the organisation to ensure that risks are reduced to a minimum.

Supervisors authorised to issue permits to work in confined spaces are responsible for the correct implementation of the safety arrangements of the system.

Those involved in working in confined spaces are responsible for their own duties relating to the Permit to Work and for ensuring their activities do not harm the health and safety of others.

HEALTH & SAFETY POLICY AND PROCEDURES

The company will comply with the Confined Spaces Regulations 1997 and Approved Code of Practice, by ensuring that:

- a risk assessment of the work will be completed;
- method statements will be compiled and available on site;
- permit to work and permit to enter schemes will apply;
- no entry into a confined space shall be permitted until we are satisfied that entry is safe;
- atmosphere testing will be continuous during the work within a confined space;
- appropriate protective clothing and safety equipment will be provided and available on site before work commences, according to need;
- we will maintain sufficient serviceable sets of appropriate breathing apparatus or respiratory protective equipment, and other safety equipment, to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there could be a deficiency of oxygen
- those employees who may be required to use breathing apparatus, or other safety equipment when working in confined spaces will receive adequate training.
- only suitably fit and trained personnel will be used in these operations; and
- constant and competent supervision will be provided at the scene of operations.

Section 20 Waste Management

JW Clark Ltd. will reuse and recycle wherever possible to protect the environment, reduce the need for raw materials and thereby reduce costs.

We will reduce the waste produced by:

- Avoiding over ordering of materials.
- Storing materials correctly and in accordance with manufacturer's recommendations to ensure they are usable when needed.

We will reuse materials:

- Where practicable all offcuts of materials will be saved for reuse as storage allows
- Clean soil will be stored onsite and used for infilling for non hard-landscaped areas.

We will ensure that:

- All waste is transported to a licensed recycling facility for correct disposal
- All used pallets are returned to the supplier for reuse.
- No waste is burned on site.
- Waste is segregated where possible for easier recycling.

Hazardous Waste

JW Clark Ltd. will ensure all hazardous waste is collected and disposed of by a licensed contractor.

HEALTH & SAFETY POLICY AND PROCEDURES

Record of Issue of Policy

I confirm I have received and read a copy/amendment of the Company Health and Safety Policy.

I agree to comply with the Policy and Procedures and undertake to bring to the attention of Management any issues or problems related to the Health, Safety and Welfare of myself, my colleagues and any other persons affected by my acts or omissions.

NAME	SIGNATURE	DATE
Jamie Russell		
Chris Jones		
Mark Cockings		
Daniel Hinde		
Lee Tyler		

HEALTH & SAFETY POLICY AND PROCEDURES

Leo Murphy		
Stuart Pursey		
Alfi Taylor-Brittin		
Jamie Thompson		
Alan Taylor		
Danielle Redding		
Helen Bathurst		