



## **J.F.T. Maintenance Services Limited**

**Manor Farm  
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PE33 0RD**

# Health & Safety Policy

## Policy Arrangements

## **INDEX**

	Subject	Page
1	Accident & Incident Reporting	3 - 5
2	Accident & Incident Investigation	6
3	Risk Assessment	7 - 11
4	Manual Handling	12 - 14
5	Control of Substances Hazardous to Health (COSHH)	15 - 17
6	Training	18
7	Fire & Emergency Procedures	19
8	Personal Hygiene	20
9	Personal Protective Equipment (P.P.E.)	21 - 22
10	Control of Noise at Work	23
11	Welfare Facilities	24
12	Vehicle Safety	25
13	First Aid Facilities	26
14	Drugs & Alcohol	27
15	Small Plant & Equipment	28 - 29
16	Portable Electrical Equipment	30
17	Mobile Phones	31
18	Electricity	32
19	Display Screen Equipment (DSE)	33
20	Young Persons	34
21	Housekeeping	35
22	Safety Signs	36
23	Construction (Design and Management) Regulations 2015	37 - 38
24	Working at Height	39 - 41
25	Managing Contractors	41
26	Threatening and/or Abusive Behaviour to Employees	42
27	Refusal to Work on Health & Safety Grounds	42
28	Asbestos	43
29	Communication	44
30	Information, Instruction, Training and Supervision	44
31	Vibration	45
32	Lifting Operations and Lifting Equipment	46
33	Lone Working	47
34	Health Surveillance	48
35	Waste Management	49
36	Temporary Electrical Supplies	50
37	Office Safety	51
38	Stress at Work	52
39	Dust	53
40	Visits from Enforcement Officers	53
41	Safe System of Work	54
42	Hazard Detection Procedures (Near Miss Reporting)	55
43	Monitoring, Auditing & Review	55
44	Documentation Review	56
45	COVID-19 Coronavirus	57 - 58

## 1 ACCIDENT & INCIDENT REPORTING

*The definition of an accident is: -*

An unplanned event, which causes injury to persons, damage to property or a combination of both, i.e. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

*The definition of a near miss is: -*

An unplanned event that does not cause injury or damage, but could have done so, i.e. items falling near to personnel; short-circuits on electrical equipment.

*The definition of a dangerous occurrence is: -*

An unplanned incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. See list of dangerous occurrences that must be reported. These are shown in the RIDDOR Guidance notes.

The priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the Site Manager/Premises Owner or a colleague will dial 999 and request an ambulance/paramedic.

When the casualty has received suitable medical/first aid treatment details of the accident should be recorded in the accident book for future reference.

In order to comply with RIDDOR it is imperative that all major accidents, reportable accidents, diseases, and dangerous occurrences are reported to the enforcing authority. It is the responsibility of the Managing Director or his representative to report these to the national incident centre immediately when necessary.

All accident information that is entered into the accident book must be kept for a minimum of three years.

*ALL accidents including Road Traffic Accidents resulting in personal injury to any person at work must be entered in the Accident Book which must be compliant with the Data Protection Act 2018. It is equally important to report and investigate driving related incidents and collisions.*

Employees are required to report ALL accidents of whatever nature no matter how minor to the Managing Director and Operations Director, it is also a company and legal requirement to complete an Accident/Incident Report Form as soon as is practicable. The Management will, depending on the severity, inform the company's Health & Safety Consultant.

Changes have been made to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013: -

- The period of incapacity\* before an employer is required to report an injury arising from an accident at work increases from three to seven\*\* days;
- The period within which an employer is required to make the report increases from 10 to 15 days.

*\*Incapacity means that the employee is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.*

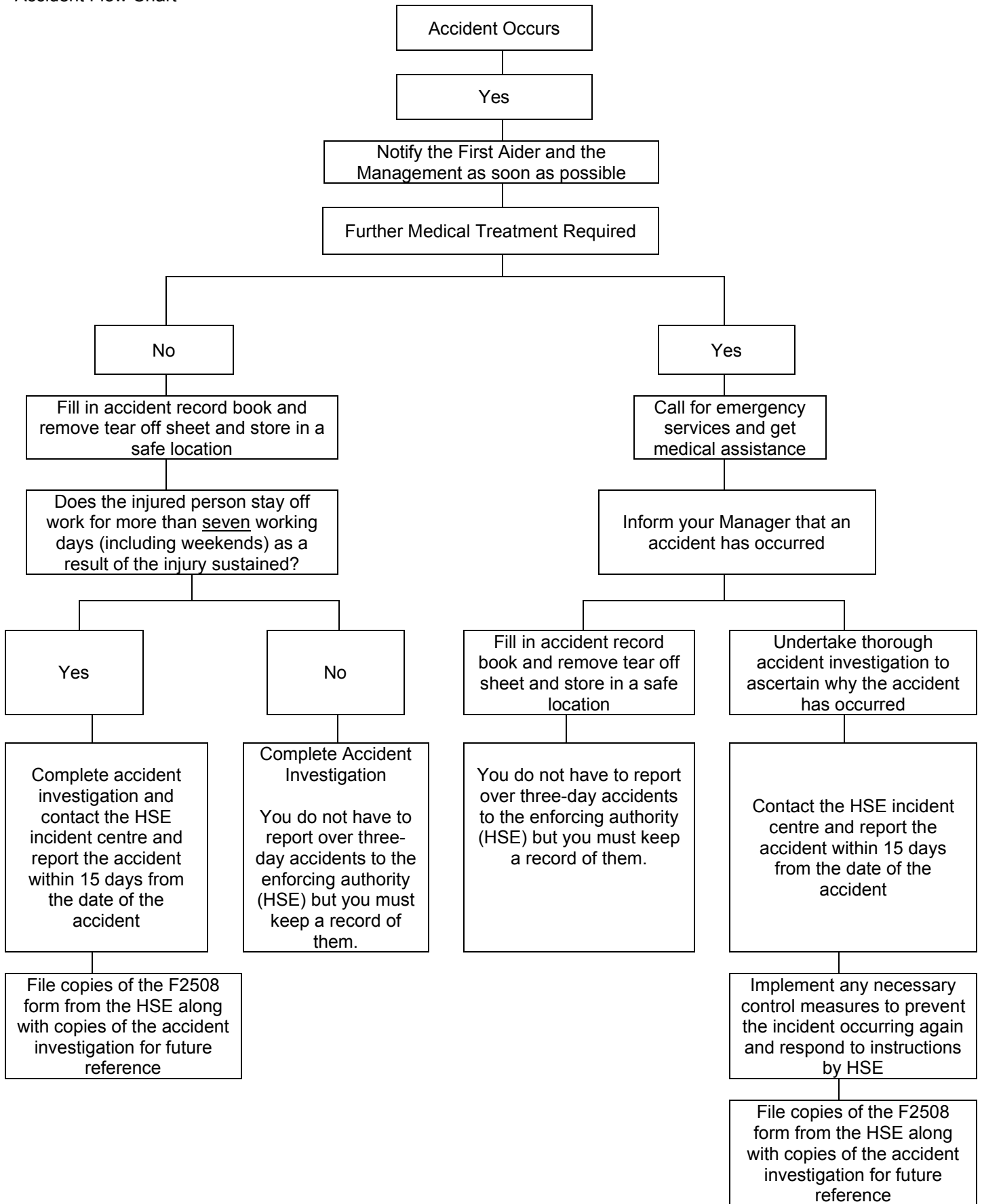
*\*\*An over-seven-day injury is one which is not 'major' but does cause the injured person to be absent from work or unable to do the full range of their normal duties for more than seven consecutive days. The seven consecutive days does not include the day of the accident but does include any weekends, holidays or any other days the employee would not normally work.*

**References will be made to: -**

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. R.I.D.D.O.R. 2013.

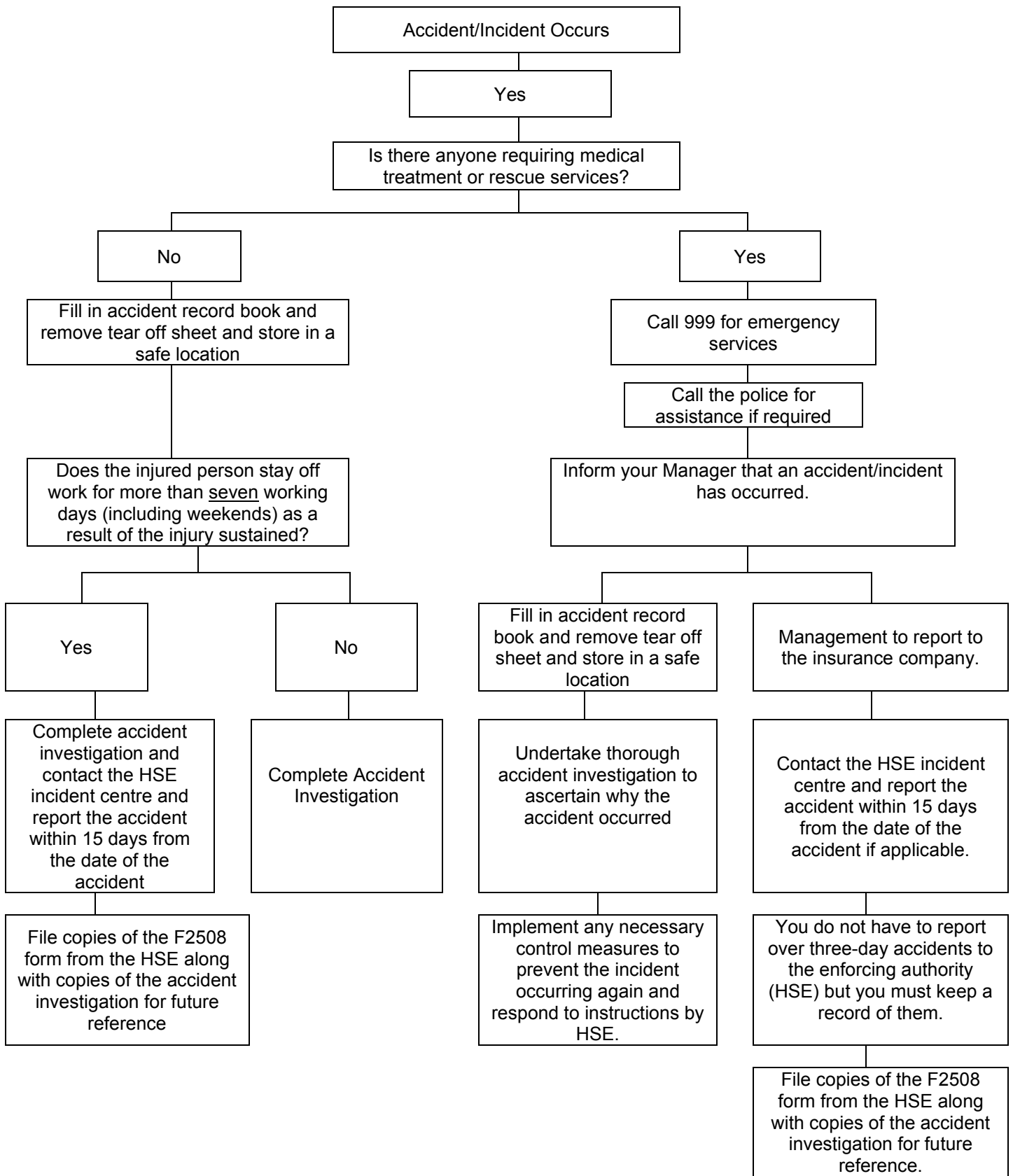
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## Accident Flow Chart



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## Accident Flow Chart for Vehicle Related Accident/Incidents



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## 2 ACCIDENT & INCIDENT INVESTIGATION

All personal injury accidents, dangerous occurrences and other incidents such as fires will be investigated by the person in charge of the site with support from the company's Health & Safety Consultants.

To determine what corrective action is necessary to prevent repetition it is essential to isolate all contributing factors, this can only be done by an investigation.

Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions, under no circumstances are they a mechanism to apportion blame, they are merely a management tool to prevent any possible recurrence of the incident.

To prevent similar accidents occurring, lessons learnt from an investigation will be briefed to employees as a proactive approach to prevent re-occurrence.

Employees may be required to assist and co-operate in such investigations.

In the case of accidents, dangerous occurrences and Vehicle Related Incidents including the classification "absent from work for more than seven days" a separate investigation will also be conducted with the assistance of the company's Health & Safety Consultants.

It is the responsibility of the Managing Director or his representative to investigate the accident/dangerous occurrence.

Investigation reports should be forwarded to the company's management team for analysis.

If there is any doubt about reporting accidents or dangerous occurrences the Management should contact the company's Health & Safety Consultants for further guidance.

The outcome of all investigations including Vehicle Related Incidents will be communicated to all employees who need to take action as a result of an accident.

	Fatality*	Major Injury*	Over 7 - day Injury	Dangerous Occurrence*	Disease*	Over 3 Day Injury	Road Traffic Accident	Minor Injury	Significant Near Miss	Near Miss
Director(s)	✓	✓	✓	✓	✓	✓	✓			
Managers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
H & S Manager/Advisor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Supervisors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

\*Full written investigation report required in addition to the standard report form.

**References will be made to: -**

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. R.I.D.D.O.R. 2013.

## 3 RISK ASSESSMENT

J.F.T. Maintenance Services Limited accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore, in order to comply with The Management of Health and Safety at Work Regulations 1999 and to safeguard the Health, Safety and Welfare of employees and others, the company will take all reasonably practicable measures to reduce those risks to an acceptable level. This is achieved by undertaking suitable and sufficient risk assessments for all work activities undertaken within the company. Environmental risks will be included as required.

Full compliance with Regulation 3 of the Management of Health and Safety at Work Regulation 1999 is required to assess the risk to employees and others from ill health and personal injury.

Nominated personnel will complete risk assessments for all work activities undertaken by the company and will strive to ensure that the documentation is reviewed if circumstances change. It is company policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

The training that is given to employees will enable them to: -

- Identify all hazards associated with the company's activities.
- Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a site-specific assessment.
- Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard.
- Document the assessment process to enable the control measures to be disseminated to all relevant people.

The aim of the risk assessment process is to: -

- Identify hazards associated with the company's undertaking and any hazards associated with the premises.
- Identify any person who may be affected or injured by the hazards.
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

From this the necessary preventative and precautionary measures (controls) to comply with any Health and Safety requirements can be determined. Controls will be selected from the following hierarchy:

- Avoid the risk altogether, for example by using a less dangerous substance
- Combating risks at source, for example by using guards on cutting machines
- Only using personal protective equipment as a last resort.

For activities not covered in the J.F.T. Maintenance Services Limited Health, Safety & Environmental Policy an assessment of the level of risk involved and the precautions required will be made by Site Management in accordance with this procedure.

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J.F.T. Maintenance Services Limited Health & Safety Consultants should be sent a copy of all such assessments and are available to assist in developing the necessary Arrangements for subsequent addition to the company's Health, Safety & Environmental Policy.

Risk assessments will be carried out practically and realistically using five basic steps and in a working environment.

## The Five Steps.

### 1 Work activity or task analysis.

All work activities or tasks should be analysed into their component elements including where the activity takes place and any plant or equipment used.

### 2 Hazard identification

A "**Hazard**" is something that has the potential to cause harm.

Each element of a work activity or task can now be considered as to the hazards involved, that is, what can cause harm.

While not exhaustive the most likely hazards to be encountered J.F.T. Maintenance Services Limited work activities are:

• Falling from height	• Struck by moving/flying/falling objects
• Injury while manual handling	• Striking against objects
• Struck by moving vehicles	• Slip, trip or fall on same level
• Trapped by something collapsing or overturning	• Exposure to or contact with harmful substances
• Exposure to fire	• Exposure to vibration
• Environmental spillage	• Environmental release to atmosphere
• Exposure to noise	• Environmental damage to wildlife
• Exposure to electric shock	• Road Traffic Accident
• Vehicle Related Accidents	•

### 3 Risk evaluation or rating.

A "**Risk**" is the likelihood of the harm occurring.

The risk will be judged and apportioned a notional value the objective of which is to establish the significance of a hazard and to assist in prioritising dealing with a number of hazards. This is achieved in two parts

- First by determining the **likelihood** of the event occurring and
- Second by considering the possible **severity** of the harm that could result



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**Likelihood** Considers such matters as the number of persons exposed to the hazard, the frequency and duration of exposure and the control measures currently in use (risk assessment is first carried out without considering the effect of any control measures and is then repeated introducing a range of controls to ensure the most effective are used).

	<b>Likelihood</b> of harm occurring	x	<b>Severity</b> of the harm if it did occur
5	Frequent		5 Fatality
4	Probable		4 Major injury
3	Occasional		3 Serious involving at least three days absence from work
2	Remote		2 Minor involving less than three days absence from work
1	Improbable		1 Low

<b>L I K E L I H O O D</b>	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1
		5	4	3	2	1
	<b>SEVERITY/CONSEQUENCE</b>					

Risk Rating	Class	Control Action
1 to 4	Trivial	Ensure identified controls are in place. Monitor work to ensure no increase in risk
5 to 9	Tolerable	Ensure identified controls are in place. Monitor work to ensure no increase in risk
10 to 14	Moderate	Ensure controls are in place. Monitor and review work methods to further reduce risk
15 to 19	Substantial	Action required to control risk. Review work methods to reduce risk. Monitor situation
20 to 25	Intolerable	Action required to modify work methods and introduce controls to reduce risk rating.

Nominated personnel will complete risk assessments for all work activities undertaken by the company and will strive to ensure that the documentation is reviewed if circumstances change. It is company policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

## J.F.T. Maintenance Services Limited

The following type of action should be taken dependent upon the evaluation of the risk	
Trivial	No action required
Tolerable	No additional controls but need to monitor and consider controls that do not impose additional costs
Moderate	Reduce the risk by cost effective solutions
Substantial	Reduce risk before work activity or task starts, costs not a serious issue
Intolerable	Work activity or task not to be started or continued until risk drastically reduced irrespective of costs

#### 4 Risk Control Measures.

Where there is a significant risk it is then necessary to establish those preventative and precautionary or control measures that need to be implemented to reduce that risk to an acceptable level. These controls may simply require compliance with Health, Safety & Environmental legislation or follow the basic hierarchy of such measures which is:

- Avoid the risk completely by carrying out the work in a different way
- Substitute a less hazardous activity for the one originally contemplated
- Combat the hazard at source by guarding or enclose it completely
- Reduce the number of persons exposed to the hazard or the time they are exposed to that hazard
- Provide Personal Protective Equipment

#### 5 Recording, Monitoring and Review.

- Risk assessments should be recorded for which purpose a Risk Assessment Register is used.
- Monitoring of work activities or tasks will be carried out regularly to ensure the controls are being implemented and that they are adequately controlling the risks.
- ALL risk assessments will be reviewed at least annually or when changes in work activities or tasks, legislative requirements or other conditions that significantly affect the hazards and risks involved.

#### 6 Duties of the Employees

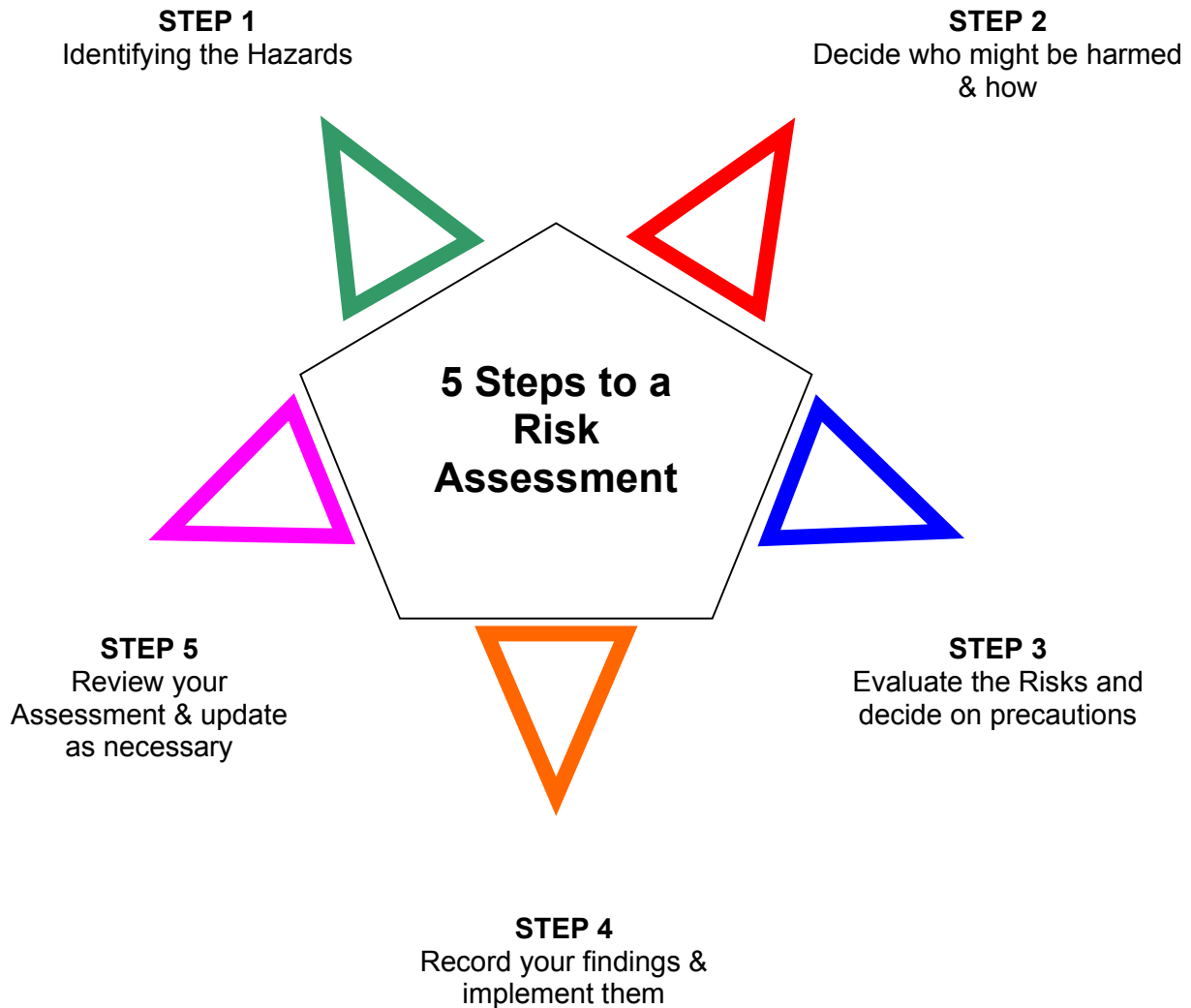
Employees also have duties under these Regulations to ensure that they: -

- Correctly use all work equipment in accordance with their Training and Instruction.
- Inform the Management Team of any situations which provide a serious or immediate danger to their/others Health and Safety.
- Inform the Management Team of any lack of Resources or Health and Safety Assistance.

## 5 Steps to a Risk Assessment

When thinking about your risk assessment, remember:

- A **HAZARD** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc;
- The **RISK** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.



### What is a Risk Assessment?

A risk assessment involves identifying the **hazards** presents in any working environment or arising out of commercial activities and evaluating the extent of the **risks** involved, taking into account existing precautions and their effectiveness.

### References will be made to: -

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. Management of Health and Safety at Work Approved code of practice.
4. HSE Publication INDG 163 Five Steps to Risk Assessment.

## 4 MANUAL HANDLING

It is the intention of J.F.T. Maintenance Services Limited to secure the Health and Safety of all persons from the hazards of Manual Handling by assessing the risks to prevent or control any ill health effects or accidents arising from or arising out of any such activities.

The company recognises that the co-operation and assistance of all employees is of the utmost importance. When assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

The company will avoid the need for employees to undertake Manual Handling operations wherever possible, however, where this is not possible a risk assessment will be undertaken for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

The assessment of Manual Handling tasks includes lifting and putting down, pulling and pushing, transporting a load and supporting a load in a static position. The load may be moved or supported by hands or any other part of the body, for example the shoulder. Manual Handling also includes the intentional dropping of a load and the throwing of a load, whether into a receptacle or from person to person. The application of human effort for a purpose other than as stated does not constitute Manual Handling.

Manual handling injuries account for over a quarter of all reported injuries to the HSE each year and statistics show that they are one of the most common causes of absence through work related injuries. The company will avoid the need for employees to undertake manual handling operations wherever possible, however, where this is not possible a risk assessment will be undertaken for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

An assessment of all manual-handling activities will be carried out by suitably competent persons. Where risks are identified these will be reduced to the lowest reasonably practicable level and then effectively managed so as to avoid injury so far as is reasonably practical. When the assessment has been completed, details will be recorded and updated when changes take place or if a reportable injury is sustained.

### Employees Duties

In addition to the duties placed on employees under Section 7 of the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999 require all employees to use the equipment provided by the employer. This Regulation states that employees should follow any system developed by an employer for safe manual handling operations.

Employees must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report awkward, hazardous, dangerous operations; follow the training and guidance provided to prevent injury to themselves and others.

It is the intention of J.F.T. Maintenance Services Limited to secure the Health and Safety of all persons from the hazards of Manual Handling by assessing the risks to prevent or control any ill health effects or accidents arising from or arising out of any such activities.

Manual handling means transporting or supporting including lifting, putting down, pushing, pulling, carrying or moving a load by hand or bodily force.

Manual handling should not be attempted if the individual believes that they should not be carrying out lifting due to reduced physical capacity because of ill health or pregnancy etc. Wherever possible the company should co-ordinate all deliveries with suppliers to ensure

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that they are correctly packaged and labelled with the weight where appropriate. Where possible the delivery person should deliver the consignment to the area where it is to be used or stored to eliminate any unnecessary handling by employees.

Wherever possible work will be organised to avoid manual handling of any loads. In particular mechanisation such as sack trucks, barrows, forklifts etc will be provided and used.

Where it is not possible to eliminate or control the risks to employees by mechanical means (as required by the Manual Handling Regulations 1992 as amended), it will be essential that employees adopt safe lifting techniques at all times by: -

- Planning the lift.
- Thinking about where the load is to be placed.
- Using equipment available to assist you (trolleys, pallet trucks, forklift truck etc).
- Ensuring the pathway is clear of obstructions.
- Seeking assistance if you feel it is necessary.
- Adopting a good posture.
- Standing with feet apart to ensure a well-balanced solid base.
- Bending the knees and keeping your back straight.
- Ensuring a firm grip.
- Changing grip smoothly if required.
- Not jerking! Carry out the lift smoothly.
- Moving the feet, not twisting the trunk when turning.
- Keeping the load close to your body.
- Putting down the load and then sliding it into its desired position.

Employee's must: -

- Report any personal conditions that may be detrimentally affected by the Manual Handling activity.
- Comply with all instruction and training that is provided for undertaking Manual Handling activities.
- Ensure that their own health and safety is not put at risk when undertaking any lifting and handling operations.
- That they use all equipment that has been provided in order to reduce Manual Handling activities.
- Report all injuries or incidents to the First Aider or one of the appointed persons as soon as possible to ensure that the correct details of any injuries suffered are entered into the accident book.
- Request additional help when undertaking Manual Handling activities when there is a risk that an injury may occur if the task is undertaken by one person.

Any manual handling that cannot be avoided will be assessed as to the risk of injury to persons employed. Such assessment will consider the effects of the task, the actual load, the working environment and individual capabilities. From the assessment steps will be identified to reduce the risk of injury to the lowest level reasonably practicable.

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This will be achieved by: -

- Improving the task by eliminating stooping, twisting, carrying for excessive distances, reaching upwards, lifting through large vertical distances
- Reducing the weight of the load
- Making it easier to grasp
- Making the load smaller in size
- Providing a safe working environment by removing obstructions, providing level surfaces, adequate lighting and a suitable thermal environment
- Taking account of individual's health and physical condition.
- Assessments will be recorded on the attached Schedule and retained to provide information to persons employed manual handling.
- Ensure tools and materials are placed in such a manner in a location that they can be accessed without stretching and placing extra strain on the employee. This applies in the stores and in company vehicles.

**References will be made to: -**

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. HSE Publication INDG 163 Five Steps to Risk Assessment.
4. The Manual Handling Operations Regulations 1992.
5. HSE Publications L23.
6. Guidance on Regulations HSG 149.



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

It is the intention of J.F.T. Maintenance Services Limited to secure the Health and Safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

J.F.T. Maintenance Services Limited acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The company recognises that the co-operation and assistance of all employees is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable the company to comply with the Control of Substances Hazardous to Health Regulations 2002 (as amended 2013) the company will endeavour to hold all the relevant data on the toxicity and potential hazard of all substances used within the premises. This includes all samples obtained from salespersons.

Each level of management is directly responsible for ensuring that persons within their control are not injured or adversely affected by substances. This will be accomplished by identifying hazardous substances and assessing the associated risks from them together with the processes they are used in or derived from, and then implementing such safety measures to reduce, control or eliminate the risk at source.

J.F.T. Maintenance Services Limited has appointed a competent person to complete all control of substances hazardous to health (COSHH) assessments. This person is responsible for providing reports to senior management on progress, requirements and problems associated with hazardous substances. They are also responsible for providing adequate training in the recognition of substance hazards and assessing the risks.

It is the Managing Director's responsibility, to ensure that contractors visiting the premises, who are required to use hazardous substances, provide copies of their COSHH assessments for the materials they are to use prior to arrival at site.

The Health and Safety Representative is responsible for ensuring that their COSHH lists are kept up-to-date and that any changes are notified to the appointed person as soon as possible by submitting an amended listing. A copy of each relevant COSHH risk assessment will be held within the health and safety file and a copy will be provided to all those persons considered to be at risk.

Where unsafe practices are detected, individuals are to be reminded by the Manager of their responsibilities under the regulations. Where, in the opinion of company, management contractors are using unsafe practices, they are to inform them to cease work until a safer alternative is agreed upon.

The company's approach to the regulations is to: -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the company.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and other persons who may be affected by the company's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

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All employees have a duty under the COSHH regulations to: -

- Take part in training programmes.
- Read container labels.
- Practise safe working.
- Report any hazard or defect to the Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

## COSHH Do's and Don'ts

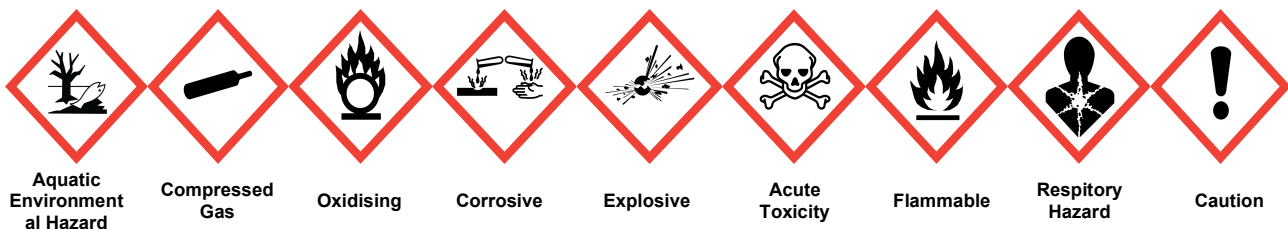
Do: -

- Read the product label and any other information provided so that you understand the hazards of the job before you start work.
- Wear the required personal protective clothing and equipment until the job is completed.
- Make sure the personal protective equipment is well maintained and fits properly.
- Make sure all containers are closed when you are not using them.
- Keep your work area clean and tidy.
- Clean all spills as they occur.
- Follow all instructions on the storage and transportation of chemicals.
- Report all accidents or dangerous incidents, however minor.

Do Not: -

- Taste chemicals or touch them with your bare hands.
- Try to identify chemicals by their smell.
- Smoke or drink in the workplace.
- Leave unmarked chemicals around - label as original container.
- Be afraid to ask questions.

## Hazard Symbols



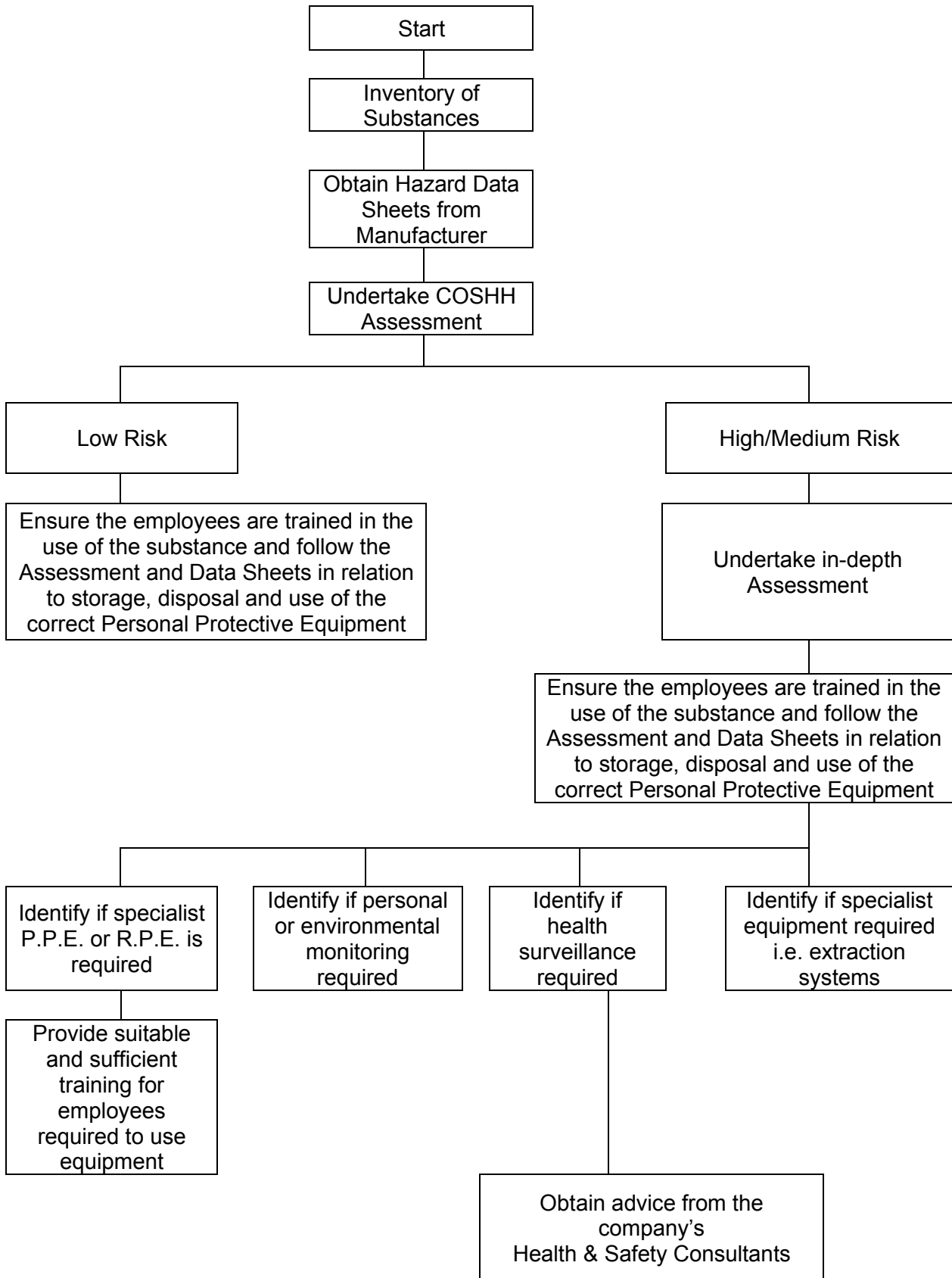
The new International symbols have replaced the European symbols. Some of them are similar to the previous symbols but there is no single word describing the hazard.

References will be made to: -

1. The Health & Safety at Work etc. Act 1974.
2. Control of Substances Hazardous to Health Regulations 2002 (As amended 2013).
3. The Management of Health and Safety at Work Regulations 1999.
4. HSE Publication L5
5. COSHH Guidance Notes



COSHH Assessment Flow Chart



## 6 TRAINING

On commencing work employees, will receive appropriate induction training and in particular, information on any special hazards of the site/location and the emergency procedures in existence at that time. Employees will carry out an online Health and Safety test as proof of training.

### Continuing Training

When an employee changes their job or operates a new system of work or piece of plant or work equipment, they and their supervisor will receive the appropriate Health and Safety training. Dependent upon the seriousness of the risks associated with an employee's work this will be repeated at regular intervals. Refresher training will be provided by the company following an assessment or appraisal but depending on company requirements.

### Specific Training

J.F.T. Maintenance Services Limited recognises that specific training is necessary to be carried out and they are actively committed to investing in their employees. The companies Health & Safety Consultants will carry out such training where necessary following a written instruction. Sub-contractors or agency employees are required to provide copies of their Certificates of Training.

### Competence

Competence with regards to skill sets will be assessed by the supervision and Management to ensure a fully competent workforce. This includes driving and vehicle maintenance. Additional training will be provided where necessary.

### Toolbox Talks and Briefings

Toolbox talks will be given on a regular basis covering relevant subjects from procedures or lessons learnt from accidents including vehicle related accidents. This will be recorded on a Toolbox Talk Briefing Record Sheet.

The Health and Safety Policy - The contents of the policy will be covered in detail, including the responsibilities set out in the policy, and will enable the employee to become acquainted with the organisational arrangements. Each employee has access to a copy at all times.

Accident Reporting Procedures/First Aid - This covers the action to take when an accident has occurred, the person to be informed what to do about First Aid treatment.

Fire procedures and precautions - this section covers fire precautions to be taken during on site activities. It includes

- Procedure for raising alarm and location of alarm points, fire exits and assembly points
- The person to whom the employee must report
- The use of Fire Extinguishers
- Fire Safety – Onsite and in Buildings and Offices
- Emergency Procedures

Employees are introduced to the most important legislation that applies to the company

- The Health and Safety at Work etc. Act 1974
- The Provision and Use of Work Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Lifting Operations and Lifting Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002 (As amended 2013).
- First Aid at Work Regulations 2013
- The Manual Handling Regulations 1992
- R.I.D.D.O.R. 2013
- Electricity at Work Regulations 1989
- Work at Height Regulations 2005
- Personal Protective Equipment (Enforcement) Regulations 2018
- Control of Noise at Work Regulations 2005
- CDM Regulations 2015

## 7 FIRE & EMERGENCY PROCEDURES

J.F.T. Maintenance Services Limited will ensure that: -

All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.

The fire assembly point in the event of an evacuation for the purpose of calling the roll of person's present is located just inside the main entrance to the premises (off the public road).

The requirements for employee training in fire safety are adhered to.

A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority and fire brigade.

The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook. All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.

A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook. Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.

A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.

A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

The procedures may include, but are not limited to the following: -

- Give warning of the emergency
- Evacuate the site (or affected part) or office
- Detail any steps to contain or limit consequential loss
- Establish the parameters for returning to work after a case of serious or imminent danger
- Determine the appropriate means of raising an alarm, i.e. klaxons, bells, etc. and arrange for them to be installed to be audible throughout the site or phases of the site

This is displayed in a conspicuous position in the office.

All new personnel should be informed of the specific site arrangements at Induction.

Allocating specific duties and responsibilities to site employees as is deemed necessary and nominate deputies to implement emergency procedures in the case of absence.

*In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire.*

*The company does not expect employees to fight fire, however, extinguishing action can be undertaken if it is safe to do so. On no account, should a closed room be opened to fight a fire.*

**References will be made to: -**

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Regulatory Reform (Fire Safety) Order 2005.

## 8 PERSONAL HYGIENE

It is company policy to ensure that there is a good standard of personal hygiene within the company. Adequate washing facilities are provided in the company premises/offices which include hot and cold running water, soap and towels where employees are in contact with hazardous chemicals or at risk from disease. Transient workers/engineers will be provided with hand wipes, hand sanitiser and hand cleaner together with paper towels/roll.

All employees are instructed to follow the subsequent personal hygiene practises: -

- Cover all cuts and abrasions with a waterproof dressing. Fresh cuts need to be washed and dressed immediately.
- Use protective clothing as required and wash hands after removing it.
- Wash hands prior to eating, drinking, on completion of work and before and after using the toilet facilities.
- Eat only in designated areas and not to wear contaminated clothing in these areas.
- Keep all areas clean at all times.
- Follow the documented procedures when dealing with blood, vomit, faeces etc.
- Always to wash their hands after handling chemicals or after undertaking cleaning activities etc.
- Never to take any food or drink into any plant rooms where hazardous chemicals are stored.

Reasonably practicable measures will be taken to ensure employees working in the field must also have suitable welfare facilities provided.

There are two main types of Leptospirosis infections that could affect employees which could be a result of poor person hygiene: -

- Weil's disease, this is a serious and sometimes fatal infection that is transmitted to humans due to contact with urine from infected rats.
- The Hardjo form of Leptospirosis is transmitted to humans due to contact with urine or foetal fluids from infected cattle.

Anyone who is exposed to rat or cattle urine or foetal fluid is at risk from the disease. The bacteria can enter the body through cuts, scratches and through the lining of the mouth, nose, throat and eyes after contact with infected urine or contaminated water. Symptoms of the disease start with flu like illness with a persistent and severe headache, any such illness should be reported to a doctor who will be advised of the possible exposure to the disease.

After undertaking work where there is a risk of coming into contact with contaminated water or after working with cattle, all employees are informed to thoroughly wash their hands and forearms with anti-bacterial soap. Any clothing worn that may have possibly been contaminated should be washed before it is re-used.

To prevent infection, employees are instructed not to touch rats without wearing protective clothing and to cover all cuts and broken skin with waterproof plasters. Employees are informed about the importance of good hygiene and the importance of washing their hands after handling any source of contamination and before eating, drinking or smoking.

The early stages of the disease may resemble a number of other illnesses; therefore, if employees show signs of the symptoms, they are instructed to visit their (General Practitioner) GP as soon as possible. When discussing the symptoms with the GP they are instructed to state their occupation and where they have been working.

**References will be made to: -**

1. The Health and Safety at Work etc. Act 1974.
2. The Workplace (Health, Safety and Welfare) Regulations 1992.

## 9 PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

J.F.T. Maintenance Services Limited will compile full risk assessments for all tasks that are undertaken and will assess the need to supply suitable and sufficient Personal Protective Equipment (P.P.E.) to employees e.g. gloves, eye protection etc. It is company policy to only use P.P.E. as a last resort when preventative or other control measures cannot be applied.

The company will provide all appropriate P.P.E. at the company's expense and will replace any item when it becomes damaged or unserviceable. All employees who are required to wear any P.P.E. will be provided with suitable instruction and training on how to correctly use the equipment along with the procedures for having any damaged or defective equipment replaced.

J.F.T. Maintenance Services Limited will compile detailed records for all equipment that is issued along with details of any training that has been given using the company form.

All employees should: -

- Use all P.P.E. that is supplied to them correctly.
- Inspect P.P.E. before use to ensure that it is suitable, clean and undamaged.
- Report defective P.P.E. to their immediate superior.
- Report any discomfort or ill health when wearing the equipment to the Management.
- Not undertake any work unless the correct equipment is being worn.
- Store P.P.E. correctly at all times.

When a risk assessment indicates that risks to a person's Health and Safety can only be eliminated, reduced or controlled by using P.P.E. J.F.T. Maintenance Services Limited will ensure that:

- The characteristics of P.P.E. are clearly defined through the risk assessment, and
- Compare the actual characteristics of the P.P.E. provided with those defined in the risk assessment.

In selecting the equipment suitability shall be taken into account by considering the following

- Is it appropriate for the risk?
- Is it appropriate at the place where the risk may occur?
- Is it ergonomically appropriate?
- The wearer's state of health
- Whether it fits the wearer properly
- Whether it provides proper protection
- That it does not increase risk in some other way
- That it is manufactured to appropriate BS or EN standards
- That it is compatible with any other P.P.E. worn

All employees will be informed of the risks for which P.P.E. is provided, the correct method of use and maintenance of the equipment. Where special equipment is provided, training in the correct methods of use will be provided.

## **J.F.T. Maintenance Services Limited**

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All instruction, provision of information and training will be recorded.

P.P.E. will be regularly inspected and, where appropriate, tested to ensure it remains in an efficient state, efficient working order and good repair. Where necessary equipment will be cleaned/replaced.

When J.F.T. Maintenance Services Limited provides P.P.E. accommodation will be available if necessary, for its safe and secure storage when not in use.

### **References will be made to: -**

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. Personal Protective Equipment (Enforcement) Regulations 2018.
4. HSE Publications L25.

## 10 CONTROL OF NOISE AT WORK

The Health and Safety at Work, etc. Act 1974 requires all employers to provide a safe working environment, however, the Control of Noise at Work Regulations 2005 impose additional duties on employers. These define specific action levels based on personal daily noise exposure levels.

Noise is commonly defined as unwanted sound and can lead to permanent damage and illness when individuals are exposed to high noise levels that are very loud or prolonged. Injury can be total loss of hearing or reduced hearing, making it difficult to distinguish words clearly which may be made worse due to tinnitus (ringing in the ears).

The regulations require that the risk of damage to hearing is reduced therefore it is company policy to reduce the noise levels to the lowest levels that are reasonably practicable.

There is a legal requirement for noise levels to be assessed

1. **1<sup>st</sup> Action Level - 80db (A) exposure. Peak 135db P.P.E. MUST BE provided**
2. **2<sup>nd</sup> Action Level – 85db (A) exposure. Peak 137db P.P.E. MUST BE provided & worn**

Ear defenders must be a good fit to the head, kept in serviceable condition and worn correctly.

Due to the nature of the business J.F.T. Maintenance Services Limited will not normally be required to undertake regular noise exposure assessments, however, when any activity is likely to pose a significant noise hazard the necessary precautions and monitoring procedures will be implemented.

The level of noise employees and others are exposed to at work will be assessed and as necessary to prevent, minimise or control employees and others suffering noise induced hearing loss and ensure compliance with the Control of Noise at Work Regulations 2005. Hearing protection will be provided for employees and notices displayed to inform others of the risk to their Health and Safety.

Employees and others working or using, for more than a few minutes, or working within the close proximity of the use of the Power saws, Hammer drills and Nail guns, MUST wear ear plugs and/or ear defenders.

Noise will be considered in relation to “noise nuisance” to others as part of the site-specific risk assessments.

### References will be made to: -

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. Control of Noise at Work Regulations 2005.
4. HSE Guidance (Approved code of Practice).
5. HSE Guidance notes.

## 11 WELFARE FACILITIES

The company will ensure so far as is reasonably practicable the Health, Safety and Welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations 1992 expand on these duties.

J.F.T. Maintenance Services Limited will aim to comply with these regulations by: -

- Providing a reasonable temperature in all workplaces during opening hours that will be at least 16 degrees Celsius, unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees Celsius.
- Ensuring suitable and sufficient lighting is provided, that is, so far as is reasonably practicable, natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- Keeping the premises clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.
- Providing windows and doors that are made from safety material or protected against breakage. They shall also be appropriately marked to make them apparent.
- Providing adequate toilet facilities that are cleaned on a regular basis and have hot and cold running water, soap and towels or other suitable drying facility. In the case of water closets used by women, suitable means will be provided for disposal of sanitary dressings.
- Providing adequate wholesome drinking water that is readily accessible and appropriately marked.
- Providing somewhere that employees can store outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.

The above only applies to the Head Offices. All other work individuals or teams will be treated as a transient workforce and will be issued with hand wipes, hand sanitiser and hand cleaner together with paper towels/roll.

**References will be made to: -**

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Workplace (Health, Safety and Welfare) Regulations 1992.
4. HSE Guidance L24 (Approved code of Practice).
5. HSE guidance notes.



## 12 VEHICLE SAFETY

J.F.T. Maintenance Services Limited considers all vehicles as an integral piece of equipment and therefore will be treated with consideration and respect. No employee is permitted to drive any company vehicle unless they hold a current full driving licence and have permission to do so from the Management.

All motor vehicle accidents and convictions must be reported immediately to the management. Including speeding convictions.

Employees will provide a copy of their driving license at least every 6 months. This is to monitor any convictions etc that may have occurred.

All vehicles are visually checked on a daily basis by the driver prior to use to ensure that they are in a roadworthy condition and any defects are reported.

Attention is focused to the lights, tyres and oil levels. It is company policy to ensure that the vehicle is maintained and serviced as specified by the manufacturer.

Employees must carry out weekly vehicle checks and complete a Vehicle Safety Inspection Checklist. Particular attention is taken to the lights, tyres, windscreen and oil/lubricant levels.

It is company policy to ensure that the vehicle is maintained and serviced as specified by the manufacturer.

Any items that are being transported on or within the vehicle should always be stowed securely to ensure that they do not create a hazard to the driver and passengers or any other road user. They must also be accessible to avoid injury from Manual Handling.

- Each vehicle will carry a travelling First Aid kit.
- It is the user of the First Aid kit's responsibility to keep the First Aid kit topped up.
- Employees must not drive or operate any vehicle for which they do not hold an appropriate driving licence.
- Employees must not carry unauthorised passengers or unauthorised loads.
- Explosive gases or highly flammable liquids will not be carried in vehicles unless they are suitable to do so, and even then, they must be in correct storage containers displaying the correct signage.
- Loads carried on roof-racks will be secured with straps or similar devices. Scrap wire or string etc will not be used.

Passengers will only be carried if the vehicles are fitted with appropriate seating together with seat belt restraints.

The company will ensure that those requiring to drive as part of their work have the correct category on their driving license.

### References will be made to:-

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. HSE Guidance HSG 144.
4. HSE Guidance Notes.

## 13 FIRST AID FACILITIES

J.F.T. Maintenance Services Limited are responsible for determining the level of First-Aid cover required, by undertaking a risk assessment taking fully into account the accident rate at the company.

J.F.T. Maintenance Services Limited will arrange for a qualified First Aider to be available on site and in the company's workplaces and offices.

The following arrangements should be followed in order to ensure that suitable and sufficient provision of First Aid personnel and equipment are available at the workplace:

- Management must ensure that employees are familiar with the identity and location of their nearest First Aider and First Aid box.
- Management must ensure that easy access to First Aid equipment is available at all times.
- Professional medical assistance must be summoned where necessary.
- Ensure that details of all accidents are reported and entered into the accident book.

All major injuries must be reported to the Health and Safety department as soon as possible.

In the event of a First Aider being exceptionally absent from site a suitably trained employee will act as appointed person taking charge of the First Aid facilities and responsible for summoning assistance in the event of an accident.

A suitably stocked First Aid box or boxes will be kept on site under the charge of the First-Aider or appointed person.

First Aid kits provided will only contain items that the First Aider has been trained to use. They will not contain medication of any kind and will always be adequately stocked. Notices are displayed in prominent areas, giving the names of First Aid trained employees and the location of first aid equipment. First-Aid kit contents will be as the schedule in the kit as a minimum.

After all accidents, details must be recorded in the accident book, which is located at the head office and is completed by the First Aider or by one of the Appointed Persons. To ensure compliance with data protection legislation the completed accident book forms will be removed and filed in the employees personnel file.

ALL accidents, no matter how small, must be required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is followed: -

- Seek medical attention from the company's First Aider or Appointed Person.
- The names of the First Aiders or Appointed Persons are written on the First Aid notices, which can be found in prominent locations around the company.
- All First Aid incidents will be recorded by the person administering First Aid treatment.
- The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained.

**References will be made to: -**

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. First Aid at Work Regulations 2013
4. HSE Guidance L74 (Approved Code of Practice).

## 14 DRUGS AND ALCOHOL

J.F.T. Maintenance Services Limited has a general duty under The Health and Safety at Work etc. Act 1974 to ensure the Health, Safety and Welfare of all employees, J.F.T. Maintenance Services Limited will also be breaking the law if they knowingly allowed drug-related activities on their premises and they failed to act.

J.F.T. Maintenance Services Limited realise that the consumption of alcohol or drugs by employees can be a serious problem not only for the abuser but also for their co-workers. The possession of certain drugs is illegal, exposing the abuser to criminal charges.

The Managing Director is responsible for carrying out the company's policy, however it is the responsibility of all Managers and Supervisors to ensure that its aims are carried out in areas under their control. This policy applies to all employees and they should have access to the full policy and be aware of any changes.

Senior employees will be aware that the misuse of drugs or alcohol by employees might come to light in various ways. The following characteristics, especially when arising in combination, may indicate the presence of an alcohol or drug-related problem.

- Unexplained and increased absenteeism.
- Instances of unauthorised absence or leaving work early.
- Poor time keeping i.e. lateness, especially on returning after lunch.
- Unusually high level of sickness/absence for colds/flu/stomach upset.
- Impaired job performance.
- Dishonesty/theft.
- Unusual irritability, aggression and mood changes.
- Tendency to be confused and fluctuations in concentration & energy.
- Accidents.

All employees are encouraged not to cover up for employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees. Individual advice should be sought, confidentially through the management structure of the company, the policy details this procedure. External advice and information can be obtained through local organisations dealing with drugs and alcohol abuse.

Employees are forbidden to consume alcohol when at work or to bring it onto company premises without prior management permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.

Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to the company's disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e. un-prescribed) drugs.

If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the Operations Director or nominated deputy should make arrangements for the employee to be escorted from the company premises immediately, pending further investigation.

Managers/Supervisors who feel an employee's unsatisfactory performance may be drug or alcohol related will at the first instance assess the ability of that person to work safely and act accordingly. The nature of work they do will be a significant factor in this assessment and may result in the person being removed from the workplace in the interests of Health & Safety.

The company will carry out random Drug and Alcohol testing should the need occur.

### References will be made to: -

1. The Health & Safety at Work etc. Act 1974.

### 15 SMALL PLANT & EQUIPMENT

J.F.T. Maintenance Services Limited will provide safe plant and equipment fit for purpose ensuring that small plant and equipment is checked on a regular basis and a record kept.

Small plant and equipment will be identified by its own unique plant number and a system in place to ensure that damaged and faulty plant and equipment will be identified and not be put to use.

All personnel using such equipment will be trained and to provide additional training when required.

Ensure full compliance of the company's rules and procedures at all times when using small plant and equipment.

The Operations Director will regularly check/inspect the plant or equipment as part of his normal duties.

The Provision and Use of Work Equipment Regulations 1998 (PUWER) emphasise the general duties that are written in the Health and Safety at Work etc. Act. The regulations apply to all work equipment, including second-hand, hired, leased or privately-owned equipment when used at work.

In order to comply with the regulations, the company will: -

- Ensure that all work equipment is maintained and kept in good working order and where necessary a written maintenance log kept up to date.
- Ensure that all work equipment is provided with a suitable means of isolation to ensure that the electricity or other sources of energy can be switched off when maintenance work is being undertaken.
- Ensure that when equipment is isolated it cannot be reconnected to the power supply if it will expose the maintenance engineer to risk to his/her Health or Safety.
- All persons who maintain, supervise or manage maintenance work are competent to do so.
- Provide comprehensive Health and Safety information relating to specific equipment and where necessary written information about the maintenance requirements for the machinery/equipment.
- It is the company's aim so far as reasonably practicable, to take all practical steps to safeguard the Health, Safety and Welfare of all employees who are required to maintain work equipment along with any other person who may be affected by the task.

J.F.T. Maintenance Services Limited will provide relevant employees with all the necessary information, instruction and training as far as reasonably practicable to ensure the Plant is checked, inspected and maintained in the correct manner as required by legislation.

It is the responsibility of the operator to ensure that all maintenance activities are undertaken by suitably qualified persons and the tasks are adequately supervised.

Generators are issued complete environmental spill kit.

It is the company's policy to ensure that all equipment used complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER).

## **J.F.T. Maintenance Services Limited**

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Wherever there is any significant risk to Health and Safety due to the work equipment the company will: -

- Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment.
- Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on the employee's personnel file.
- Ensure that all necessary safety controls are in place such as guards, isolation switches etc.
- Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions. Records of all inspections will be held on file for future information.

**References will be made to: -**

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Provision and Use of Work Equipment Regulations 1998.
4. HSE Guidance L22 (Approved code of Practice).
5. HSE Guidance Notes.

## 16 PORTABLE ELECTRICAL EQUIPMENT

Definition of portable electric equipment:

Portable equipment is not part of a fixed installation but when used is connected to a fixed installation or generator by means of a flexible cable, plug and socket.

This includes handheld or hand operated equipment while connected to the supply, this also includes extension leads, plugs and sockets and flexible cords etc. that supply portable equipment and are not part of fixed installation.

Employees must carry out a visual inspection before using equipment. To do so, ensure the equipment is turned off and unplugged, under no circumstances must an unqualified person attempt to dismantle/tamper with equipment.

If the equipment is found to be unsafe for use, disconnect from power source and report it to the person responsible for maintenance.

Formal inspections and Portable Appliance Tests are carried out periodically in accordance with issued guidelines unless otherwise requested. These tests are only to be carried out by the appointed competent and qualified person.

Repairs will only be carried out by a trained and competent electrician.

When using portable electrical appliances if anything appears to be defective it should be switched off, unplugged where possible and have a notice '**DO NOT USE**' tied or fixed to it.

A Supervisor or Manager should be informed and will make the necessary arrangements for repair or replacement.

All Appliances, Tools and Equipment must be inspected and tested with a record kept.

It is recommended that portable appliances and hand-held tools and equipment should have the following inspection and tests.

3 - Monthly (construction sites/workshops etc.)

6 - Monthly (domestic environments)

12 - Monthly (offices etc.)

### References will be made to: -

1. The Health & Safety at Work etc. Act 1974.
2. Electricity at Work Regulations 1989.
3. Provision and Use of Work Equipment Regulations 1998.
4. The Management of Health and Safety at Work Regulations 1999.
5. HSE HS(R) 25 Memorandum of Guidance on Regulations.
6. HSG 85 Safe Working Practices.
7. HSG 107 Maintaining Portable and Transportable Electrical Equipment. (3<sup>rd</sup> Edition)

## 17 MOBILE PHONES

### **Mobile phone use when driving.**

It is a specific offence to use a hand-held phone, or similar device, when driving.

The following guidance is given to all drivers who are required to use a mobile phone.

To ensure the safety of all employees, mobile phones will not be used whilst driving.

Under no circumstances are employees permitted to use hand held telephones or any similar hand-held device while driving.

The prohibition also applies when stopped at traffic lights or during other hold-ups that may occur during a typical journey when a vehicle can be expected to move off after a short while.

To comply with the legislation, it is important that the phone is not answered, and calls are returned when the vehicle is stopped and parked in a safe place.

Alternatively, if you are carrying a passenger, ask them to take the call for you.

Drivers risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

### **General use of mobile phones**

- Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.
- Do not press the telephone to your ear or the side of your head; try to leave a gap between your ear and the handset if possible.
- When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

**Using mobile phones whilst driving is an offence and drivers will be fined a minimum of £200 and their licenses endorsed with a minimum of 6 points.**

**Cases could go to court and drivers disqualified from driving or riding and get a maximum fine of £1,000. Drivers of buses or goods vehicles could get a maximum fine of £2,500.**

**New Drivers will lose their licence and get 6 or more penalty points if convicted within 2 years of having past your test.**

**References will be made to: -**

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Road Traffic Act 2007.

## 18 ELECTRICITY

All reasonable steps will be taken to secure the Health and Safety of employees who use, operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and it is therefore the intention of the company to reduce the risks so far as possible.

The implementation of this policy requires the co-operation with all managers and employees, as well as any contractors hired to carry out work involving electrical equipment. Where a problem arises related to electricity at work, employees must inform a responsible person immediately and the company will then take the necessary measures to investigate and remedy the situation.

Management are directly responsible for ensuring that persons within their control are not injured by electrical wiring or equipment used within their areas of responsibility. This will be accomplished by performing pre-use visual checks identifying hazardous activities, reporting defects, (for rectification by qualified persons), providing safe systems and where necessary permits to work to control any such hazardous tasks. The company will: -

- Ensure that electrical installations and equipment are installed in accordance with the current 18<sup>th</sup> Edition issue of the IET (Institution of Engineering and Technology) Wiring Regulations.
- Maintain fixed installations in a safe condition by carrying out routine safety testing.
- Ensure that the main electrical installations within the premises is checked in accordance with the regulations and where required repaired or modified accordingly.
- All main circuit breakers/isolators will be marked and identified to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency.
- Inspect and test portable and transportable equipment as frequently as required.
- Promote and implement a safe system of work for maintenance, inspection and testing.
- Ensure that employees who carry out electrical work are trained and competent to do so.
- Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the company's Health and Safety arrangements.
- Provide suitable personal protective equipment as necessary, maintain it in a good condition and replace damaged or lost items as necessary.
- Ensure that all tools and equipment are suitable and adequate for electrical working that is they are EN/BS approved.

### Employee's Duties

All employees must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report hazardous or dangerous operations; follow the training and guidance provided to prevent injury to themselves and others; comply with safety rules and use work permits where applicable.

### References will be made to: -

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. Electricity at Work Regulations 1989.
4. HSE HS(R) 25 Memorandum of Guidance on Regulations.
5. HSG85 Safe Working Practices.
6. IET 18<sup>th</sup> Edition Wiring Regulations. (As from 1<sup>st</sup> January 2019).



## 19 DISPLAY SCREEN EQUIPMENT (DSE)

J.F.T. Maintenance Services Limited will carry out workplace assessments to ensure they are suitable for the job in hand.

The company will take into consideration any special needs of individual employees and arrange appropriate training in the use of VDUs and workstations if it is deemed necessary.

At the start of employment, office employees will be required to complete a Display Screen Equipment (DSE) self-assessment questionnaire, and this will be kept on their personnel files for the duration of their employment. All reasonable steps will be taken by the company to secure the Health and Safety of employees who work with DSE.

It is the intention of the company to ensure, so far as is reasonably practicable, that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns.

The company will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the co-operation of all managers and employees.

Management are directly responsible for ensuring that persons within their area of control are not subjected to adverse health effects from the use of DSE and for compliance with the arrangements stated within the policy.

The company will: -

- Ensure that all those at risk complete the DSE self-assessments form for each workstation operated by that employee, taking into account the type of DSE provided, the furniture provided, the working environment and the employee. The completion of this form shall be regarded as mandatory for all desktop computer workstations.
- Take all necessary measures to reduce any risks found as a result of an assessment.
- Take steps to incorporate changes of tasks within the working day, to prevent intensive periods of on-screen activity.
- Review software to ensure suitability for the task and provide any additional training necessary.
- Arrange, on request, for the provision of initial eyesight tests and thereafter, as may be necessary.
- Advise existing employees and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Where a health problem arises through the use of DSE, the user must inform the management as soon as possible. Each employee who uses DSE will be given training in all areas necessary to enable them to work without risk to health.

All employees who are required to operate computer equipment must familiarise themselves with the contents of the relevant risk assessments. All workstations that are provided with visual DSE are risk assessed and the results are recorded and retained by the company.

**References will be made to: -**

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. Workplace (Health, Safety and Welfare) Regulations 1992.
4. HSE Guidance Notes L26.

### 20 YOUNG PERSONS

The management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities are completed in a safe manner as documented in the assessment.

The company will not employ or accept as a work placement any young person unless an assessment has been undertaken outlining any hazards to which they will be exposed. When the assessment is completed particular attention will be given to the following areas: -

- The inexperience and lack of awareness of risks along with the immaturity of the young person.
- The layout of the working environment and the workstation where the young person is required to work.
- The nature, degree and duration of exposure to any physical, biological and chemical agents to which the young person will be exposed.
- The type and use of work equipment that is required to be operated along with the way that it is handled.
- The extent of the Health and Safety training, which is provided, along with details of any additional training that is required to be undertaken.

All work that is undertaken by young persons will be monitored and supervised to ensure a safe working system is in place.

The Operations Director will ensure that the necessary safety precautions are in place.

Where there is any doubt about the nature of the work or safe system, this must be reported immediately to a Director.

#### **References will be made to: -**

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. HSE Guidance "*A guide for employers*".

### 21 HOUSE KEEPING

Poor standards of housekeeping are a common cause of injury and damage at work and can often create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

The company believes that there is a need for a high standard of housekeeping within all its premises and to achieve this: -

- All workplaces will be inspected on a regular basis by the Operations Director and any areas failing to comply will be documented and the remedial action taken.
- All floors will be cleaned on a regular basis and waste bins emptied at least daily.
- Under no circumstances will any waste receptacle be permitted to overflow at any time.

The Management recognise that it is their responsibility to ensure that areas under their control are maintained to a high standard of housekeeping at all times.

To ensure that a satisfactory standard of housekeeping is achieved they will: -

- Check that the workplace is free of hazards at the beginning of the working day and ensure that articles are put away as soon as possible after use.
- Ensure that spillages are cleaned up immediately.
- Ensure that no objects are permitted to protrude into walkways.
- Ensure that waste materials are properly stored and are removed on a regular basis.
- Ensure that unusual or extra-large items or objects are cleared away as soon as possible.
- Ensure that no items are stored beneath workstations or any other location that is not a recognised storage location.
- Check that the workplace is tidy at the end of the working day and all equipment etc. is returned to the designated storage area.

**References will be made to: -**

1. The Health & Safety at Work etc. Act 1974.

## 22 SAFETY SIGNS

It is important that all employees take notice of all warning signs at work, as they are in place to safeguard people's Health and Safety. Therefore, it is the company's policy to follow all guidance within the Health and Safety (Safety Signs and Signals) Regulations 1996.

All safety signs are colour coded and each colour has a meaning for example: -

- White circle with red edging and a diagonal line indicate **PROHIBITED** for example no smoking.
- Blue signs indicate that it is **MANDATORY** to carry out an action such as the wearing of Personal Protective Equipment.
- A triangular sign with black edging and a yellow background indicates **WARNING** of a Hazard and should contain a black pictogram.
- **GREEN** signs identify or locate safety equipment as well as marking emergency escape routes.

The company acknowledge that signs must comply with the regulations, however, where necessary the company will design the signs to maintain a safe environment.

Where there is a risk to Health and Safety that cannot be controlled by any other means signs will be displayed for example where: -

- There are slippery surfaces.
- Where the use of P.P.E. is mandatory
- It is necessary to provide instructions regarding the safe use machinery

It is company policy to ensure that any signs which are provided for safety reasons are: -

- Maintained in a good condition and positioned in the correct location.
- Explained to all employees to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

### Examples



References will be made to: -

1. The Health and Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Health and Safety (Safety Signs and Signals Regulations 1996).
4. HSE Guidance L64.

### 23 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

The Construction (Design and Management) Regulations 2015 are intended to protect the Health and Safety of people working in construction and others who could be affected by the company's activities. In accordance with the CDM regulations 2015. J.F.T. Maintenance Services Limited require the systematic management of its projects from concept to completion. Hazards shall be identified and eliminated where possible, and the remaining risks controlled.

The company will in most cases work on projects that are covered by these regulations and therefore must fully co-operate and adhere to such regulations. The company whether appointed Principal Contractor, Contractor or Sub-contractor, under the regulations is aware of its duties and shall comply fully.

On all contracts and operations, the Health and Safety of personnel not directly connected with the works will be assessed before work commences. Where required all warning notices, fencing or guards will be in place before work commences. Where required areas will be closed to all but essential employees, after consultation with the Principal Contractor or Client. It will be the responsibility of the site employees to maintain and if required change the system in place to suit any continuing phased works on site where operations affect other personnel.

The company when they are appointed as Principal Contractors will: -

- Check the client is aware of their duties and a Principal Designer has been appointed and the HSE notified before starting work.
- Plan, manage and monitor construction phase in liaison with contractors
- Prepare, develop and implement written plan and site rules (initial plan completed before construction phase commences)
- Provide contractors with relevant parts of the plan
- Ensure suitable welfare facilities are provided from the start and maintained until throughout the construction phase.
- Check competence of appointees (contractors, suppliers etc.) via contractor's questionnaires to prove competency as requested and assist the Principal Contractor and Client in their duties.
- Ensure all workers have a site induction and any further information and training needed to ensure their safety, Liaise with Principal Designer regarding ongoing design.
- Consult with workers,
- Secure the site &
- Provide information for the Health and Safety file.

The company when appointed as a Contractors will: -

- Check the client is aware of their duties and Principal Designer has been appointed and the HSE notified before starting work.
- Co-operate with Principal Contractor in planning and managing work including reasonable directions and site rules.
- Provide details to the Principal Contractor of any contractor whom he engages in connection with carrying out the work.
- Provide information for the Health and Safety File.
- Inform Principal Contractor of any problems with the plan.
- Inform Principal Contractor of any reportable accident or dangerous occurrence.

**General** - On some projects J.F.T. Maintenance Services Limited will undertake the role of Principal Contractor and produce a Construction Phase Plan as per the requirements of CDM 2015, where they are not the Principal Contractor, then, where required, method

## J.F.T. Maintenance Services Limited

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statements, risk assessments and associated documents will be submitted to the Principal Contractor.

**Management of the Works** - If J.F.T. Maintenance Services Limited are acting as the Principal Contractor, then they will ensure the following;

- Plan, manage and monitor the work and the workers.
- Check the competence of all the appointees and workers.
- Train their own employees.
- Provide information to their workers.
- Comply with the specific requirements set out in Part 4 of the Regulations.
- Ensure that every contractor who they appoint or engage to work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site.
- Provide workers, under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractor's work, and site induction as the Principal Contractor which they need to work safely, to report problems or to respond appropriately in an emergency.

**Site Accommodation and Welfare Facilities** - When acting as the Principal Contractor J.F.T. Maintenance Services Limited will supply the necessary facilities to the standard required by The Construction (Design & Management) Regulations 2015 as a minimum requirement.

The company will in most cases work on projects that are covered by these regulations and therefore must fully co-operate and adhere to such regulations.

The company whether appointed Principal Contractor or Contractor, under the regulations is aware of its duties and shall comply fully.

It will be the responsibility of the Site Manager to maintain and if required change the system in place to suit any continuing phased works on site where operations affect other personnel.

It is essential that as a Contractor or sub-contractor J.F.T. Maintenance Services Limited will provide method statements and risk assessments as required.

The company will complete contractor's questionnaires to prove competency as requested and assist the Principal Contractor and Client in their duties.

When the company takes the role of Principal Contractor it shall ensure all Principal Contractor duties are adhered to.

**Domestic Clients** - someone who has construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not. Domestic clients are now in scope of CDM 2015, but their duties as a client are normally transferred to:

- The Contractor, on a single contractor project, or
- The Principal Contractor, on a project involving more than one contractor.
- However, the Domestic Client can choose to have a written agreement with the Principal Designer to carry out the client duties.

**References will be made to:-**

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Construction (Design and Management) Regulations 2015.
4. HSG 224. Managing Health and Safety in Construction.
5. HSE L153 Approved Code of Practice and Guidance.

## 24 WORKING AT HEIGHT

The company is required by law to assess the risks of those employees working at height. Such assessments must be made with the Working at Height Hierarchy in mind. Employees are also reminded that they **MUST** use the access equipment provided by the company and not to use makeshift items including beer crates and chairs etc.

If access is required, an assessment will be made as to what equipment is suitable and what equipment gives the most protection for those at risk.

*The Working at Height Hierarchy* The Duty holder must: -

- Avoid working at height where they can
- Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

### Fixed Scaffolding

Fixed Scaffolding must be checked by the user prior to access. This is only a visual check. It is imperative that the scaffolding has been inspected during the last 7 days or following any adverse weather conditions or any alterations and adaptations. Alterations must only be carried out by a trained and competent person i.e. a certificated Scaffolder.

### Mobile Elevated Work Platforms (M.E.W.P. s)

Only licensed operators will use Mobile Elevated Work Platforms. All persons riding in the access cage/basket will wear a safety harnesses with a fixed lanyard of no more than 1.00m in length to be fastened to the anchor point provided.

### Mobile Access Towers

Only trained and competent persons shall erect a tower scaffold. It is important that the tower is complete and erected as per the manufacturer's instructions complete with toe boards hand rails and out riggers if required.

Employees must carry out a visual inspection before working with Access Towers.

The following points shall be considered when using Access Towers

- Correctly erected by a trained and competent person
- Presence of Overhead Power Lines
- Uneven and unstable ground conditions
- Drains and manholes etc. (street or ground furniture)
- Wind speeds
- Base to Height ratio

Where there is any doubt about any part or parts of an Access Tower it will be reported immediately to the Management.

J.F.T. Maintenance Services Limited and its employees will as part of an initial site survey, check in order to identify any likely locations where Mobile Towers are not suitable.

The relevant training will be given to employees before operating or erecting access equipment.

### Ladders, Steps and Staging

Ladders should be for access only. But, can be used as working platforms following a risk assessment.

- Ladders may only be used as a means of access or for carrying out light duties of short duration subject to the following;
- They must be sound and free from danger (i.e. inspect the ladder before use).
- They should be secured near to the upper end or firmly 'footed' at the base by a second person.
- They should never be left unsecured in a vertical position nor used during periods of high winds.
- They should be manufactured to EN131 Professional (intended for use in the workplace)
- Ladders should be inspected on a regular basis and a record kept.

### Steps and Ladders

- Will be supplied and maintained in good working condition
- Are inspected at least every 7 days
- Steps will only be used by competent person with the correct footwear
- Only one person at a time will mount a pair of step ladders
- They will be used as per manufacturer's instructions
- They will meet EN131 standards as above

Steps and Ladders must:

- Be suitable for the task (EN131 Professional)
- Be secured
- Be inspected
- Be adequate handrails etc
- Be fully extended (Steps)

Operatives must:

- Have three points of contact at all times
- Ensure the ladder is at the correct angle
- Wear suitable footwear
- Check the ladder for any defects or damage
- Be trained in the safe use of Ladders and Steps



### References will be made to: -

1. The Health and Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Work at Height Regulations 2005.
4. The Construction (Design and Management) Regulations 2015
5. HSE publication. HSG 224. Managing Health and Safety in Construction.
6. The Provision and Use of Work Equipment Regulations 1998 (PUWER).
7. Approved Code of Practice and Guidance.
8. Guidance from The Ladder Association (revised EN131 standards).

## 25 MANAGING CONTRACTORS

The term 'contractors' includes plumbers, gas fitters, scaffolders, decorators, plasterers and any other class of person who, not being an J.F.T. Maintenance Services Limited employee, are working on our premises or sites.

Whenever contractors are working on our premises or sites where we are principal contractor: -

- A J.F.T. Maintenance Services Limited employee must be personally responsible for them;
- Enquiries must be made to ensure that the contractor is competent;
- The contractor must explain what their work involves and what is being done to ensure that their work can be done without risks to the Health and Safety of themselves or any other persons;
- All risk assessments and method statements must be supplied;
- The contractor must not operate any piece of plant or other work equipment unless they can prove they are competent to do so;
- All contractors will be briefed the fire and emergency procedures during their site safety induction given by a manager of J.F.T. Maintenance Services Limited.
- Contractors will be required to work and adhere to the company Health, Safety & Environmental Policy and Procedures.

### References will be made to: -

1. The Health and Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Construction (Design and Management) Regulations 2015.
4. HSE publication. HSG 224. Managing Health and Safety in Construction.
5. Approved Code of Practice and Guidance.

### 26 THREATENING AND/OR ABUSIVE BEHAVIOUR TO EMPLOYEES

Employees may on occasions be confronted by persons who display or adopt a threatening or abusive attitude. The person may be dissatisfied with the level of service which they have received, be unwell, under the influence of alcohol, drugs or prescribed medication. Such persons may at times become violent.

Your attitude and demeanour are the most important factors in controlling the situation. Staying calm and adopting a firm but friendly approach can have the desired effect of reducing tension and bring a satisfactory resolution to the situation.

Employees who are likely to be involved in such situations will be given the appropriate instruction and training.

#### **References will be made to: -**

1. The Health and Safety at Work etc. Act 1974.
2. HSE publication. HSG 133. Preventing violence to employees.

### 27 REFUSAL TO WORK ON HEALTH & SAFETY GROUNDS

The company will always abide by an employee's right under The Management of Health and Safety at Work Regulations 1999, to refuse to work on grounds of Health and Safety.

The basis of refusal will be if a worker is faced with a situation of serious and imminent danger.

Such refusal could relate to in-house methods of operation, equipment or conditions on a client's site.

Briefings relating to this issue will be given and recorded to all employees.

Employees invoking the procedure will always be free from any disciplinary action.

#### **References will be made to: -**

1. The Health and Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.

### 28 ASBESTOS

If an Asbestos Containing Material (A.C.M.) is identified or presumed by any person employed by J.F.T. Maintenance Services Limited on any premises or site, work shall stop with immediate effect, and access to the asbestos area prohibited.

J.F.T. Maintenance Services Limited will identify all materials that contain asbestos at head office and other company owned buildings, monitor the condition, and where necessary remove in the interests of safety. This will be recorded in the asbestos register.

When necessary the advice of a specialist analyst shall be sought.

J.F.T. Maintenance Services Limited shall prevent the exposure to Asbestos Containing Materials. An assessment shall be carried out by the company to determine the likely exposure.

If asbestos is located within the building, its stability will be taken into consideration and where necessary it will be either removed or encapsulated. As there is no risk to health through asbestos that is in good condition, it will be left in situ and will be suitably marked and monitored on a regular basis to guarantee that it has not become damaged.

Employees must carry out a visual inspection before working next to, what could be asbestos.

Where there is any doubt about the nature of the material it will be treated as asbestos. This will be reported immediately to the Operations Director.

Therefore, J.F.T. Maintenance Services Limited will as part of an initial site survey inspect in order to identify any likely locations where asbestos may be found. When this has been completed, J.F.T. Maintenance Services Limited requires the client to appoint a competent person who will conduct a detailed survey of the premises and will compile a comprehensive report as to the condition of the asbestos.

Upon discovering asbestos all works must cease and the Operations Director informed of the situation. The Operations Director will then inform the Principal Contractor/Client immediately for them to take relevant action. Works will not resume until the site has been cleared by a qualified contractor.

Relevant training has been given to employees to enable correct identification of asbestos to be made.

#### **References will be made to: -**

1. The Health & Safety at Work etc. Act 1974.
2. The Control of Asbestos Regulations 2012.
3. Personal Protective Equipment (Enforcement) Regulations 2018.
4. The Management of Health and Safety at Work Regulations 1999.

## 29 COMMUNICATION

A good Health and Safety culture can be adopted by companies who ensure good communication skills.

J.F.T. Maintenance Services Limited ensures that Health and Safety in the workplace is communicated through:

- Safety induction (internal and project specific)
- Briefings (internal and external)
- Toolbox talks
- Regular safety meetings
- Informal discussions on site
- Communication regarding weather conditions or worsening weather conditions for drivers. Issuing clear instructions on best practice and ensure sufficient time and resources are applied/provided.
- Other means will be through safety alerts & bulletins, notice boards, newsletters etc.
- J.F.T. Maintenance Services Limited will also brief external information i.e. Safety Bulletins etc. issued by clients.

J.F.T. Maintenance Services Limited operate an open-door policy to all on site, if you have any issues or questions on Health and Safety or other business you want to discuss, the door is always open.

**References will be made to: -**

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.

## 30 INFORMATION, INSTRUCTION, TRAINING and SUPERVISION

To enable J.F.T. Maintenance Services Limited employees to carry out their work safely they shall be provided with all necessary Information, Instruction, Training and Supervision this will be monitored and arranged by the Managing Director.

The following should not be taken as exhaustive, but is used as an indication: -

- Information on changes that may affect the Health and Safety of employees
- Any Health and Safety technical information
- Precautions relating to paint, equipment, processes, substances or systems of work
- Information provided by suppliers, designers, manufacturers etc.
- Safety policy and procedure details
- Induction training and toolbox talks
- Specific safety training
- Information and instruction in new work methods
- Information on records of statutory inspections

**References will be made to: -**

1. The Health and Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.

### 31 VIBRATION

Employers have a legal duty to reduce the risks to the health of employees by either eliminating exposure to vibration or reducing it to an acceptable level.

Exposure to Hand-Arm vibration has the potential to cause disabling injuries and exposure to Whole-body vibration can cause severe back pain.

Some of the following things that can be done to control the potentially harmful effects of exposure to hand-arm vibration are: -

- Adopting alternative (non-vibration) work methods
- Ensuring that tools are either low vibration by design and/or well-maintained
- Adapting work patterns by rotating employees to reduce exposure times
- Ensuring that ergonomic factors are considered
- Preventing those persons exposed to vibration from becoming damp or cold

The first signs may only be tingling in the fingers or blanching of the fingertips, but prolonged exposure can lead to Vibration White Finger (VWF). This can be a very painful condition causing damage to blood vessels, nerves, muscles and tendons, which can lead to circulatory problems, the ability to grip properly and loss of feeling in the hands and fingers. This can and may affect your quality of life.

If employees are likely to be exposed to vibration in the course of their work the company will carry out an assessment of the risks to the Health and Safety of the employees exposed to vibration.

As part of the risk assessment the daily exposure of employees to vibration will be observed.

**References will be made to: -**

1. The Management of Health and Safety at Work Regulations 1999.
2. The Control of Vibration at Work Regulations 2005.
3. The Provision and Use of Work Equipment Regulations 1998.

## 32 LIFTING OPERATIONS & LIFTING EQUIPMENT

J.F.T. Maintenance Services Limited defines lifting equipment as any plant certified for lifting; this includes Pallet trucks, Hoists, Telescopic Handlers and Forklifts, Mobile Elevated Work Platforms. It also includes lifting accessories such as chains, wire ropes, slings and eyebolts.

Regulations require that lifting equipment be: -

- Strong and stable and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely, i.e., the work is planned, organised and performed by competent people.

Thoroughly examined and inspected by competent people

J.F.T. Maintenance Services Limited may use equipment of this type for various activities carried out during the course of their work; therefore, the company will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner.
- Lifting equipment used to lift people is clearly marked and safe for such a purpose.
- All lifting equipment is thoroughly examined before being used for the first time.
- Equipment used for lifting people, e.g. mobile elevating work platforms, is thoroughly examined every six months.
- Lifting accessories such as chain slings, eyebolts and shackles are also thoroughly examined every six months.
- All other lifting equipment is examined annually.

Risk Assessments will be carried out by the management to identify what risks arise for the use of lifting equipment and these will be made available to all employees and be available for inspection. When making these assessments the following points will be considered: -

- The types of load being lifted.
- The risk of the load or equipment falling and striking a person or object.
- The risk of the lifting equipment falling or falling over whilst in use.

Where necessary, J.F.T. Maintenance Services Limited will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures. Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed, and employees will be informed of any changes.

Lifting equipment that is used to lift people will be thoroughly examined at least every 6 months and inspected at least every 7 days.

**References will be made to: -**

1. The Health and Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Construction (Design and Management) Regulations 2015.
4. Lifting Operation and Lifting Equipment Regulations 1998.
5. The Provision and Use of Work Equipment Regulations 1998.
6. BS 7121

## 33 LONE WORKING

Lone workers are those who work by themselves without close or direct supervision. Employers have responsibility for the Health, Safety and Welfare at work of all their employees. They are also responsible for the Health and Safety of those affected by work activities, for example any self-employed people they engage and visitors such as contractors.

These responsibilities cannot be transferred to any other person, including those people who work alone. It is the employer's duty to assess risks to lone workers and take steps to avoid or control risks where necessary. Therefore, a suitable and sufficient risk assessment will be carried out.

Employees have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

Employers of lone workers should:

- Involve employees or their representatives when undertaking the required risk assessment process;
- Take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment);
- Review risk assessments annually or, as few workplaces stay the same, when there has been a significant change in working practice;
- When a risk assessment shows, it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, making arrangements to provide help or back-up; and
- Where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the required control measures.

Risk assessment should help employers decide on the right level of supervision. There are some high-risk activities where at least one other person may need to be present.

Examples include:

- Working in a high-risk confined space, where a supervisor may need to be present, along with someone dedicated to the rescue role;
- People working at or near exposed live electricity conductors; other electrical work where at least two people are sometimes required.

Lone workers should not be put at more risk than other employees. In order to achieve this, extra risk control measures may be necessary. The company will check that lone workers have no medical conditions that may make them unsuitable for working alone. Seek medical advice if necessary. Consider both routine work and foreseeable emergencies that may impose additional physical and mental burdens on an individual.

When it is necessary for employees to work in a remote location, either in or outside normal working hours, a system shall be put in operation to ensure that the management are aware of the employee's whereabouts. This will require the employee telephoning to an agreed point on arrival of the site and at an agreed time on completion of work. If the leaving call is not made within an appropriate interval of the agreed time, the management or other designated person shall instigate a check on the lone worker's situation.

**References will be made to: -**

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. HSE Publication INDG 73 Working Alone.

## 34 HEALTH SURVEILLANCE

Health surveillance is the monitoring for early signs of work-related ill-health. Employers have a responsibility for the Health, Safety and Welfare at work of all their employees and procedures put in place to achieve this.

These include: -

- Checking hands and other regularly exposed areas for signs of burns and skin damage caused by chemicals.
- Surveillance screening self-assessment questionnaires.
- More in depth occupational assessments and clinical examinations.

Through suitable and sufficient Risk Assessment, health hazards can be identified along with who is at risk and the control measures to implement to control the risk. Residual risks could still remain where health surveillance needs to be considered.

We must identify whether employees are at risk from hazards such as: -

- Noise
- Hand-arm vibrations
- Solvents/chemical/biological agents
- Fumes/dusts
- Ionising radiation

Health surveillance provides a valuable opportunity for beneficial feedback from our employees and a chance to reinforce our Health & Safety message.

The company has an Occupational Health Surveillance Self-Assessment questionnaire for employees to complete and identifies who to report symptoms to. Employees will receive informal training on what to look for, their role and responsibility.

In addition, the company can utilise an external Occupational Nurse and a Doctor for a more in-depth occupational assessment and or clinical examination.

- Health records from health surveillance will be kept.
- Employees will be competent in health surveillance technique.
- Health surveillance reported symptoms will be acted upon and results used to improve management of health risks.
- All medical information will be treated in confidence.

**References will be made to: -**

1. The Health and Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. Control of Substances Hazardous to Health Regulations 2002 (As amended 2013).
4. HSE publication. HSG 61. Health Surveillance at Work.
5. INDG 304 Approved Code of Practice and Guidance.



### 35 WASTE MANAGEMENT

Employees are made aware of the company's procedures with regards to waste management.

The company believes that there is a real benefit to good waste management which has been proved over the last few years.

The company will ensure employees return waste to the correct waste bins within the depot.

Suitable bins will be provided by a licensed waste transfer company and a contract in place to ensure regular collects are made.

The following waste bins are used:

- Metal (recyclable)
- Cardboard, Paper including plastics etc. (recyclable)
- General (non-recyclable)

The company will display their waste carrier's licence within the company offices.

The company will ensure that spill kits are used to clean up any fuel or liquid spillages.

The waste and recycling facilities at the head office are provided for all employees to use for trade waste only.

The revised Waste Framework Directive places greater emphasis on the waste hierarchy to ensure that waste is dealt with in the priority order of:

- Prevention
- Preparing for re-use
- Recycling
- Other recovery (for example, energy recovery)
- Disposal

Following the waste hierarchy is good practice which businesses should adopt as a matter of course.

The waste hierarchy is expected to be implemented through amended Duty of Care requirements from the autumn of 2011 and governments will provide guidance on this.

#### **References will be made to: -**

1. The Waste (England and Wales) Regulations 2011

## 36 TEMPORARY ELECTRICAL SUPPLIES

The design and installation of site electrical systems is a matter for specialists. The competence of any electrical contractor will be checked prior to any work being commenced. Any electrical supplies that are provided to buildings such as offices, rest rooms, stores, etc. will be regarded as permanent installations and therefore will be required to conform to the 18<sup>th</sup> Edition of the IET Wiring Regulations.

The general electrical supplies for construction sites are listed below: -

- |                                       |      |              |
|---------------------------------------|------|--------------|
| • Plant                               | 400v | 3 Phase      |
| • Portable Tools                      | 110v | Single Phase |
| • Portable Site Lighting              | 110v | Single Phase |
| • Site Huts/Street Lighting Furniture | 230v | Single Phase |

Where necessary suitable signs, which conform to the Health and Safety (Safety Signs and Signals Regulations 1996) will be displayed warning of possible electrical hazards.

Listed below is general guidance and precautions necessary when undertaking work on a construction site: -

- Before any work starts on construction sites the local Electricity Supply Company and the client must be contacted to obtain all the necessary service drawings which indicate existing services.
- All existing services should be made dead where there is a possibility of danger to any site operatives.
- All electrical cables should be positioned in locations where they cannot be damaged or present possible trip hazards.
- All electrical equipment must be visually inspected prior to use to ensure that the items are in a safe working condition. Any damaged equipment should be removed from service immediately.
- Where work is required to be done on live electrical circuits, only competent electricians may undertake the work.

Temporary Installations will be tested and inspected according to and must comply with The Electricity at Work Regulations 1989 and 18<sup>th</sup> Edition IET Regulations.

**References will be made to: -**

1. The Health and Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work 1999.
3. Electricity at Work Regulations 1989.
4. HSE HS(R) 25 Memorandum of Guidance on Regulations.
5. HSG85 Safe Working Practices.
6. IET 18<sup>th</sup> Edition Wiring Regulations. (As from 1<sup>st</sup> January 2019).

### 37 OFFICE SAFETY

Office employees should ensure that:

- All places are kept clean and tidy and that entrances are kept clear of obstacles and trip hazards.
- They report to the management any defects or projections on equipment or furniture which could cause personal injury or damage to others.
- Any spillages should be cleaned up without delay. The person responsible for this should ensure this is done.
- Users of DSE should be identified both users and workstations should be assessed and identified users should receive adequate training, relative to their duties.
- All fire doors should be kept closed, except when in use, and not “propped” or “wedged” open.
- The accumulation of excess flammable materials or waste must not be allowed.
- The use of electrical output point adaptors and excess use of multi-sockets is discouraged. If necessary, further output points will be installed.
- Trailing leads must be avoided.
- Chairs must not be used as access aids to high shelves – suitable steps etc are provided.

The Managing Director is responsible for ensuring the Health, Safety and Welfare of office employees is being managed and regularly monitored.

Health & Safety inspections are undertaken on site to ensure arrangements, already set out in this policy, are effectively being complied with and to highlight areas where improvement might be necessary. This procedure is ongoing and undertaken on a regular basis by the Managing Director or his representative.

**References will be made to: -**

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Workplace (Health, Safety and Welfare) Regulations 1992.

## 38 STRESS AT WORK

The company is a responsible employer and are aware of their duty of care regarding the mental health and welfare of their employees, for this reason, they will take all reasonable steps to ensure that employees are not placed under excessive stress by their work or workload.

The Health and Safety at Work etc. Act 1974 requires us to take reasonable steps to look after employee's mental health and welfare. This means that we need to ensure that employees do not have excessive demands placed upon them by their job. As stress is also caused by bullying, harassment and violence, the company are required by law to provide a working environment which is, as is reasonably practicable, free from these influences. However, the company are legally entitled to assume that all employees can cope with the normal day-to-day pressures of their job. If this is not the case, employees have a duty to inform the company.

### Definition of Stress

The Health and Safety Executive has defined stress as follows:

*"The reaction people have to excessive pressures or other types of demands placed on them. It arises when they worry that they cannot cope"*

### Procedures

Should any employees feel that they are suffering from an unacceptable level of work-related stress, the following procedures should be implemented:

- At first instance, the employee should inform the Managing Director who will treat the matter with sympathy and in confidence.
- If necessary, the company will carry out a stress risk assessment. This will include a review of the employee's actual duties against those described in their job description.
- The findings of the risk assessment will be discussed with the employee. If appropriate, changes will be made to their role to reduce the levels of stress experienced.
- If appropriate, the employee will be referred to a doctor of the company's choice for a medical assessment. Alternatively, the employee may be offered counselling.

### Non-work Problems

Whilst the company are not responsible for causes of stress outside the working environment, the company recognise that it can impact on an employee's attendance and work performance. Therefore, the company will consider this on an individual case by case basis.

### References will be made to: -

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. The Workplace (Health, Safety and Welfare) Regulations 1992.
4. Managing the Causes of Work-Related Stress. HSG 218.

### 39 DUST

J.F.T. Maintenance Services Limited will ensure where possible the tasks carried out by themselves or their contractors do not create unnecessary dust. Activities that do produce dust will be suppressed using water or a similarly effective method to reduce airborne dust. i.e. extraction.

A suitable risk assessment will be completed should any activity produce any dust and suitable control measures put in place with Personal Protective Equipment (P.P.E.) and Respiratory Protective Equipment (R.P.E.) being used as a last resort.

J.F.T. Maintenance Services Limited will: -

- Ensure all employees use the correct P.P.E./R.P.E., that it is in good working order and that employees check their R.P.E. every time before they use it.
- Ensure all employees know how and when to use all the equipment – training and supervision is essential including Face Fit Testing for masks etc.
- Ensure all Personal Protective Equipment issued to employees or contractors will be suitable for the task and a record will be kept.

**References will be made to: -**

1. The Health and Safety at Work etc. Act 1974.
2. The Management of Health & Safety at Work Regulations 1999.
3. The Provision and Use of Work Equipment Regulations 1998.
4. Personal Protective Equipment (Enforcement) Regulations 2018.

### 40 VISITS FROM ENFORCEMENT OFFICERS

The Health and Safety at Work etc Act 1974 conveys certain powers on Inspectors who are appointed by the relevant enforcing body, in order that they ensure the relevant statutory requirements are being complied with.

The company recognises the need to co-operate with enforcement officers once they have produced satisfactory identification. For this reason, it is important that all required documentation be maintained and kept up to date. Such documentation will include this Health and Safety policy, relevant risk assessments, training and emergency plans etc.

Where necessary *CES Ltd* can help liaise with the enforcing authority on behalf of the company to ensure that Health and Safety issues and concerns are dealt with promptly and correctly.

**References will be made to: -**

1. The Health & Safety at Work etc Act 1974.

### 41 HAZARD DETECTION PROCEDURES (Near Miss Reporting)

To encourage safety awareness in the workplace, a hazard reporting system is provided to ensure that all employees have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified, it will be reported immediately to management. It is the management's duty to assess the situation and introduce any necessary control measures to ensure the workplace remains safe.

The workforce is encouraged to use this system, which will improve the attitude of the workforce towards safety and will aid the company in consulting with employees.

If a hazard is detected individuals or management will: -

- Complete part one of the hazard report forms.
- Liaise with management who will carry out the necessary remedial action.

#### Near Miss

Near misses are accidents that nearly happened, e.g. pot holes, trailing cables or faulty equipment. This needs to be reported when they happen so that action can be taken to put them right. They also need to be recorded (this can be done at a later stage) even if the problem is put right immediately.

A near miss can be recorded in the following way by contacting a Manager/Director and explain the incident, location and type of problem. They will ensure that the correct remedial action is undertaken.

#### References will be made to: -

1. The Health & Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999 (as amended).
3. R.I.D.D.O.R. 2013.

### 42 SAFE SYSTEMS OF WORK (SSOW)

A Safe System of Work is a formal procedure which results from systematic examination of a task to identify all the hazards. It defines safe methods to ensure that the hazards eliminated, or risks minimised.

Many hazards are clearly recognisable and can be overcome by physically separating people from them e.g. by using guarding on machinery.

A Safe System of Work is required when hazards cannot be physically eliminated, and some elements of risk remain. You should apply these principles to routine work as well as to more special cases.

The following 5 steps to a Safe System of Work should be considered: -

- Assess the task
- Identify the hazards
- Define safe methods
- Implement the system
- Monitor the system

J.F.T. Maintenance Services Limited will provide Safe Systems of Work (SSOW) in the form of a Method Statement for tasks carried out by the company.

Each Method Statement will include the site-specific tasks which are detailed as “sequence of works”. Site specific risks with control measures will also be included in this document.

A Permit to Work system may be included as a SSOW to support a Method Statement which will apply additional controls, requirements and conditions required by the Site Owner, Site Manager or Asset Owner.

A copy of the Method Statement will be briefed to those who are required to carry out the work by a senior person within the company i.e. Supervisor or Manager.

All those employees including sub-contractors who have been briefed will acknowledge this by signing the briefing register page of the document.

Other SSOW may include Lifting Plans or Construction Phase Plans.

**References will be made to: -**

1. The Health & Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.

## 43 MONITORING, AUDITING & REVIEW

### Monitoring

The company will carry out regular monitoring on our client's sites and within the company premises. This will include vehicle condition and spot-checking driving licences. These will be the responsibility of the Operations Manager. These will be carried out at least monthly.

### Auditing

The company's Health and Safety Consultants will carry out audits as and when instructed by the Managing Director. This will be carried out following an accident if deemed necessary. In the meantime, the Operations Director will be responsible for auditing.

### Review

The company documentation will be reviewed on a regular basis. This is carried out by the company's Health and Safety Consultants on an annual basis. Training requirements are reviewed on an ongoing basis i.e. monthly by the Managing Director with assistance from the Health and Safety Consultants. Risk Assessments etc. are reviewed for compliance by the Health and Safety Consultants to ensure they are accurate for the work being undertaken and the equipment used is compliant.

### References will be made to: -

1. The Health and Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.

## 44 DOCUMENTATION REVIEW

The company Health and Safety Policy will be reviewed: -

- At least every 12 months unless statutory regulations require an immediate amendment.
- If there is a significant change in personnel.
- The company's undertakings change in any significant way.
- To ensure all drivers have a current driving license.
- By the companies Health and Safety Consultants.

Risk assessments and other documents will also be reviewed as required when the relevant regulations dictate or when there is a change to the legislation with support from the companies Health and Safety Consultants.

All old redundant copies will be destroyed by shredding.

### References will be made to: -

1. The Health and Safety at Work etc. Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.



## 45 COVID-19 Coronavirus

Construction sites operating during the Covid-19 Coronavirus pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This guidance is intended to introduce consistent measures in the workplace in line with the Government's recommendations on social distancing.

The Health and Safety requirements of any work activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

The company should remind their workforce at every opportunity of the guidance available which is aimed at protecting them, their colleagues, their families and the UK population.

### **Avoiding Close Working**

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

### **General Principles**

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable P.P.E. should be thoroughly cleaned after use and not shared between workers
- Single use P.P.E. should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists must be used: -
- Lower their capacity to reduce congestion and contact at all times
- Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces
- Regularly clean the inside of vehicle cabs and between use by different operators.

### **Self-Isolation**

Anyone who meets one of the following criteria should not come into the workplace: -

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation?
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)?
- Is living with someone in self-isolation or a vulnerable person.

### **Procedure if Someone Falls Ill**

If a worker develops a high temperature or a persistent cough while at work, they should: -

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

### **Hand Washing**

- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable

## J.F.T. Maintenance Services Limited

- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

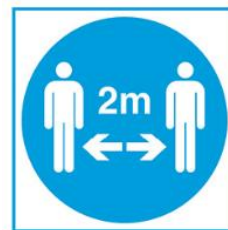
### Toilet Facilities

- Restrict the number of people using toilet facilities at any one time.
- Wash hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.

### General Information and Advice

- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact.
- Require all workers to wash or clean their hands before entering or leaving the workplace.
- Allow plenty of space (two metres) between people waiting to enter site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
- Break times should be staggered to reduce congestion and contact at all times
- Employees should sit 2 metres apart from each other whilst eating and avoid all contact
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Single use P.P.E. will be disposed of on site/workplace.

### Sample Signage



### References will be made to: -

1. The Health and Safety at Work etc Act 1974.
2. The Management of Health and Safety at Work Regulations 1999.
3. HSE Guidance "Working Safely During the Coronavirus Outbreak".
4. Government Guidance.
5. Construction Leadership Council (Site Operating Procedures Version 7).