



## **HEALTH & SAFETY POLICY**

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## **SECTION 1 - HEALTH & SAFETY POLICY STATEMENT**

### **1.1 GENERAL STATEMENT**

The health and safety of all our staff, employees, customers, contractors, visitors and members of the public is of paramount importance to JLES Group Ltd

Future references in this document to JLES Group Ltd include: JLES NW Ltd; JLES Yorkshire Ltd; JLES Midlands Ltd; JLES Northern Ltd; JLES London Ltd; DMS Civils and Design Ltd; and Bracelly Ltd; JLES Anglian Ltd; JLES Wessex Ltd; JLES Southern Ltd; JLES South West Ltd.

Senior Management has reviewed the Health, Safety and Environmental Legislation when considering their responsibilities and setting the Company's Health and Safety Policy objectives.

### **1.2 ENVIRONMENTAL POLICY**

It is the policy of JLES Group Ltd to ensure that all our activities are, so far as is possible, sensitive to all issues relating to the protection of the environment.

Environmental considerations are taken into account in all purchasing decisions. All plant, equipment and materials used by JLES Group Ltd are, to the best of our knowledge environmentally friendly.

JLES is committed to maintaining accreditation to ISO 14001:2004 for management of environmental systems.

Good Housekeeping is the duty of all employees; waste material is disposed of responsibly.

All Company vehicles are run on unleaded fuel or diesel.

This policy is under constant review and whenever possible more environmentally friendly products or methods of work will be introduced.

### **1.3 COMPANY RESPONSIBILITIES**

JLES Group Ltd will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. It will manage its business in such a way, and so far as is reasonably practicable, that the safety and welfare of persons not employed by JLES Group Ltd are not exposed to risks.

This policy document explains in broad terms, what must be done by everyone within JLES Group Ltd to achieve these objectives. The aim is to provide a sound basis for the co-operation between management and employees and is intended to encourage continuous improvement of our Health, Safety and Environmental performance.

### **1.4 OBJECTIVES AND COMMITMENT**

Our objectives toward fulfilling this policy are to:

- a) Concentrate on the elimination of risks to persons, as a first priority, then on risk reduction, prevention of injury and loss due to damage.
- b) Identify the health and safety hazards and manage those hazards so that the risks are effectively controlled.
- c) Work to safety standards, which satisfy our statutory requirements and reflect good industry working practices.
- d) Review and develop these standards continuously and when changes in Legislation, industry practice or technology occur, revise them accordingly.
- e) Maintaining Health and Safety standards accredited under OHSAS 18001:1999



We are committed to consult with employees on health, safety and welfare issues by:

- a) Ensuring that our employees are trained to understand and carry out their job responsibilities. This will involve, but will not be limited to, selection, training, re-training, supporting and continuous assessment of employee performance.
- b) Continually monitoring this policy by auditing and reviewing its effectiveness in the workplace.

## 1.5 LEGAL OBLIGATIONS

JLES Group Ltd recognizes the legal obligations placed on it by the Health and Safety at Work etc. Act 1974 and other statutory legislation, as may be applicable to our undertaking.

Our Health and Safety documentation and records are kept in the Head Office and will be made freely accessible to contractors, visitors, members of the public and any other person(s) who may be affected by our operations.

A copy of the Safety Procedures Manual is located in the Head Office being easily accessible to all employees for their reference.

Employees will be made aware of this facility and are obliged to familiarise themselves with the contents of this Manual as it contains essential information for their health, safety and welfare. Should any employee have any questions on any health and safety related matter they must raise it with their immediate supervisor.

Signed: \_

Date: 28<sup>th</sup> August 2009

Name: Jonathan Bracegirdle  
Position: Director



## **SECTION 2 - HEALTH & SAFETY RESPONSIBILITIES**

### **2.1 MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999**

Under Regulation 3(1) of the above Regulations, JLES Group have a duty to make a suitable and sufficient assessment of the risks to the health and safety at work of our employees.

The significant findings from risk assessments will be recorded in writing and our employees notified of those findings.

Our management are responsible for taking appropriate action to reduce any significant risks to health and safety identified by risk assessments and risks shall be reduced by elimination where reasonably practicable.

Where this is not reasonably practicable, suitable risk reduction measures shall be implemented. These measures include: suitable design; guarding; safe systems of work; the use of personal protective equipment; information; instruction and training etc.

It is the responsibility of the Directors to ensure that risk assessments are conducted in respect of the activities undertaken in the Office and externally for site activities.

Regulation 8 requires that we establish effective procedures to be allowed in the event of serious and/or imminent danger to persons working in our undertaking and others who may be affected by any such event/emergency.

The Regulatory Reform (Fire Safety) Order 2005 requires that we undertake a "fire risk assessment" of the workplace and work activities.

The Directors have been allocated the responsibility to ensure that accident and/or injury records are regularly reviewed and statistics are updated. Where applicable any adverse trends are to be brought to the attention of the respective members of Management.

Young Persons - We will not employ any young person under 18 without first reviewing the relevant risk assessments in order to determine the particular risks that may affect them in the light of their relative immaturity, lack of experience and unfamiliarity with the workplace. This will take account of the fitting, equipping and layout of the workplace, relating to the machines, plant and equipment in use. In addition, consideration will be given to the risks that young persons are likely to face, including the amount of training they need to receive, before the commencement of their employment with JLES Group Ltd.

The responsibility to undertake risk assessments in relation to young persons has been allocated to the Director.

New or Expectant Mothers - A general risk assessment will be carried out for new or expectant mothers. Such an assessment needs to take cognizance working conditions, the type of work in which they are involved and their working environment conditions to which they are exposed, i.e. noise, cold, heat, chemicals, biological agents, etc.

The responsibility to undertake risk assessments in relation to the health and safety of new and expectant mothers has been allocated to the Director.



## **2.2 DIRECTORS & SUPERVISORS/MANAGER'S RESPONSIBILITIES**

The ultimate responsibility for the implementation of the Policy and adherence to the requirements of relevant health safety legislation rests with the Directors, who will ensure that sufficient resources are available to achieve these objectives.

The Directors are particularly responsible for ensuring that:-

- a) The Company Health and Safety Policy is maintained and is available for all employees.
- b) There is an effective programme of health and safety training instruction and supervision.
- c) There is good communication on health and safety matters throughout the Company.
- d) Occupational Health and Safety issues are included on the agenda at Management and Staff meetings.
- e) Ensuring health and safety is considered prior to purchasing any new work equipment. The impact of new work equipment should be discussed with the Directors prior to purchasing the equipment.
- f) Ensuring that plant, machinery, equipment and material for use in Company activities are suitable for their intended purposes, safe to use, and without risk to health.
- g) Ensure that adequate health and safety information is obtained with the purchased items and that this information is provided to the Site Foreman and/or other relevant employees in order for them to perform their work safely.



### **2.3 SITE ENGINEERS RESPONSIBILITIES**

All Site Supervisors with operatives reporting to them are responsible for the implementation and development of health and safety standards: and procedures for those activities that are under their control.

To this end they must:

- a) Read and understand the Company Health and Safety Policy and bring it to the attention of all employees under their control.
- b) Compliance with established rules, method statements, risk assessments and prescribed working procedures.
- c) The introduction of remedial measures to reduce or eliminate acts or conditions which are detailed within the Policy.
- d) Ensure that risk assessments have been undertaken for site-based activities and appropriate control measures have been implemented.
- e) Ensure that their employees are provided with adequate information, training and supervision in order for them to perform their work safely.
- f) Ensure that their employees understand the relevant health and safety procedures, e.g. fire drills, first aid, use of electrical equipment, etc.
- g) Monitor the performance of employees to ensure that they fulfil their responsibilities for health and safety.
- h) Take reasonable care of their own health and safety and set a good example to employees and contractors by using the appropriate health and safety procedures and equipment.
- i) Ensure good housekeeping standards are maintained within their areas of responsibility.
- j) Ensure that any health and safety matters raised by employees are discussed and any relevant action taken.
- k) Ensure that all accidents, incidents and dangerous occurrences are reported in accordance with the Company procedures and RIDOOR 1995, assist in investigations and implementation of any new controls.



## 2.4 EMPLOYEES

It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty or show visible signs of damage such as frayed, split or repaired cables, broken casings, etc..
5. Comply with the arrangements for emergencies and fire as they have been instructed.
6. Use the personal protective equipment provided.
7. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
8. Keep their work areas tidy and clear of hazards.
9. Report accidents, incidents and hazards they observe to their manager/supervisor.



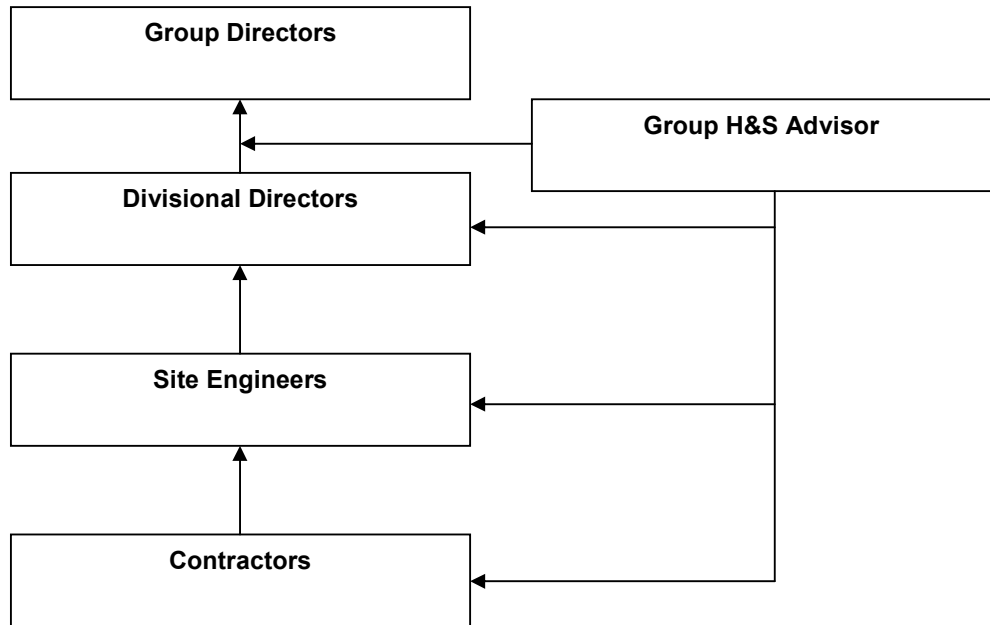
## **2.5 HEALTH AND SAFETY ADVISORS RESPONSIBILITIES**

The Health and Safety Advisor/Co-ordinator is responsible to the Directors and has a duty to:

- a) Inform the Directors of the impact of new health and safety legislation relevant to the Company.
- b) Provide health and safety information throughout the Company to enable all levels within the organization to discharge their responsibilities.
- c) Advise on appropriate health and safety training for employees.
- d) Improve health and safety awareness across the Company.
- e) Liaise with advisory and enforcement authorities.
- f) Monitor safety performance by undertaking site audits and reporting to Management.
- g) Assist in the investigation of accidents, incidents and dangerous occurrences.
- h) Ensure the Company Health and Safety Policy is reviewed and kept up-to-date to reflect the health and safety issues relevant to the Company.
- i) Ensure all inspection and testing of equipment, including portable electrical equipment is carried out by suitably qualified and competent persons.
- j) Ensure all Maintenance records are kept up to date and available upon demand
- k) Carry out assessment and vetting of all Sub Contractor information provided including maintenance of insurance records.



**2.6 Company Health and Safety Organogram**





## **SECTION 3 - HEALTH AND SAFETY ARRANGEMENTS**

### **3.1 RISK ASSESSMENTS AND SAFE WORKING PROCEDURES**

Within the operation of the business there are activities which, by their nature, may create a risk to the health and safety of employees or others. These will be evaluated before the activity is commenced and ongoing to establish the level of risk. Safe working procedures relevant to reduce the risk to a reasonably practicable level will be established and information provided to the relevant employees.

A risk assessment is a means of analyzing the risk in any activity and identifying ways of eliminating or reducing the risks involved.

Risk Assessments and safe systems of work will be developed and recorded in the Safety Procedures Manual.

Risk is assessed by evaluating the likelihood of injury with the extent of injury. Details are provided on individual Risk Assessment documentation

For particular activities, Safe Working Procedures (SWP) will be established, communicated to employees and enforced by all supervisory staff.

### **3.2 FIRE EVACUATION PROCEDURES**

#### **FIRE ALARM SYSTEMS**

- The fire alarm system at the offices of JLES Group Limited at The Haybarn are managed and maintained by the landlords agents who occupy the first floor of the building. They are responsible for periodic testing and sounding of the alarm as well as annual inspection of the alarm and all fire fighting equipment
- The fire alarm system at the offices of JLES Yorkshire in Bradford is managed and maintained by the landlord, The Lighthouse Group. They are responsible for periodic testing and sounding of the alarm as well as annual inspection of the alarm and all fire fighting equipment.

#### **STAFF FIRE ACTION**

- In the JLES Group Ltd office, which is part of The Haybarn the fire warning is given by a siren.
- In the Bradford office, which is part of the Centre of Excellence, the fire warning is given by a siren.

#### **ON DISCOVERING FIRE**

- Raise the alarm by operating the nearest fire alarm break call point.
- Tackle the outbreak with a fire extinguisher, but only if it is safe to do so, otherwise leave the building and proceed to the designated assembly point.

#### **ON HEARING A WARNING OF FIRE**

- Employees will evacuate the premises in accordance with the existing procedures of The Haybarn or the Centre of Excellence.
- Alert all persons under your charge - or make sure that they have been alerted.
- All persons should evacuate the premises quickly but calmly by the nearest exit and proceed to the nearest assembly point. Do not DELAY the departure by collecting coats or other personal belongings.
- Before leaving, check cloakrooms and toilets to ensure that all persons have left the premises.
- Close all doors or rooms and those through which you pass on leaving the building.
- Do not use lifts as a means of escape.
- Ensure that the Fire Brigade is called immediately after you hear the fire warning - Dial 999 and give the full postal address of the affected premises when connected with the



Fire Brigade Operator.

- Do not re-enter the building until a Fire Brigade Officer has stated that it is safe to do so.
- All fire evacuations, including false alarms, will be recorded in the Safety Procedures Manual Fire-Log.

**SITE WORK:**

- All personnel are to ensure that Fire Procedures for each site are obtained prior to commencement of works.
- Employees will evacuate the premises in accordance with the existing procedures of the Work Site. If no such procedures are available, the supervisor will arrange that the necessary control measures are implemented and ensure all members of the team are fully aware of these arrangements.

**FIRE FIGHTING:**

- The correct type of fire extinguishers will be available at the workplace. Where appropriate, these shall be wall-mounted or in extinguisher holder at fire points.
- These will be serviced annually under contract with specialist contractor
- Records kept with the Fire Log.
- Smoking is not permitted within any premises occupied by JLES either permanently or in connection with client works.

**3.3 FIRST AID AT WORK**

First Aid boxes appropriate to the number of persons employed will be provided and maintained at designated positions.

The names of trained First Aiders will be displayed on the notice board. The first Aid kit will be kept under the control of an appointed person.

The appointed First Aider will examine any injury to an employee, however slight, and any appropriate treatment administered. Details of treatment will be entered in the Accident Book.

No person other than the First Aider will administer First Aid.

No person, including the First Aider, will administer analgesics or other medical preparations. Such preparations must not be kept in the First Aid box.

The appointed person will check the contents of the First Aid box at least once a month and replenish it to the required standard.

Rapid or unexpected depletion of the contents should, however, be replenished forthwith.

**3.4 ACCIDENTS AND DANGEROUS OCCURRENCES**

**Reporting accidents:**

- All accidents, however minor, must be reported to the relevant local First Aider including those that occur at the work site. A copy of the accident report should also be forwarded to the Group H&S Advisor at the Head Office.
- Employees whose injuries cannot be treated on site should be referred to the Accident and Emergency Unit of the nearest hospital, or to their doctor.
- A complete record of the incident and injury must be entered in the Company Accident Book



- An Accident Report form must be completed. For serious accidents, an investigation should be carried out into the cause and witness statements should be sought. Where appropriate, sketches/photographs of the area in which the accident occurred should be included.
- We are not required to investigate accidents that occur to contractors/agency staff, which are the responsibility of the employing company. However, we must record details of the accident in the Accident Book. Other non-employees, e.g. visitors and students, should be treated as if they were employees of the Company.
- Serious accidents must be reported to the Health and Safety Executive by the Health and Safety Advisor and in his absence the Director. The reporting media will be dependent on the seriousness of the incident.
- Copies of Form 2508 will be used to report the incident and extent of the injury. Accidents to be reported are in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

**Dangerous Occurrences:**

- A dangerous occurrence may arise which will also need to be reported to the HSE. Reference is to be made to the RIDDOR Regulations for list of Dangerous Occurrences. Refer to Appendix 1 for details of JLES Group Accident a Dangerous Occurrence Reporting Procedure.

### **3.5 TRAINING**

The Health and Safety Advisor and Directors will ensure that every new employee receives initial induction training including relevant health and safety information and risk assessments.

In addition to the induction training, their manager/supervisor will identify any specific training that the new employee(s) may require. Having identified such training needs, the manager/supervisor will advise the Directors.

The Directors will make the necessary arrangements for training to be provided by a competent and experienced person or organization.

The appropriate manager/supervisor will, likewise, identify the specific training needs of existing employees and make similar necessary arrangements.

The manager/supervisor and Health & Safety Advisor will be responsible for monitoring the performance of employees and for identifying any need for further, refresher or different training.

The Directors will ensure that appropriate training records are kept, ensuring that the records contain such details as employee's name, type of training provided, name of trainer, date of training.

In those cases where employees are required to be specifically authorized to undertake certain activities, the manager/supervisor shall be responsible for authorizing them in writing and details kept on their personnel files.

### **3.6 RECORD KEEPING**

The Company will keep and maintain the necessary records and assessments that will help to achieve its health and safety objectives. Records appropriate to their needs will be kept at the Head Office.



### **3.7 PROVISION OF USE OF WORK EQUIPMENT**

Before any new machinery/equipment is purchased, the Company will obtain a Certificate of Conformity from the supplier.

The manager/supervisor will ensure that, if any machinery has dangerous parts, those dangerous parts are correctly guarded in accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998.

They will ensure that machinery/equipment known to present particular hazards is only operated by a person trained and authorized (in writing) to do so.

Persons who are being trained must be under the direct supervision of a trained and competent person.

The operative must ensure that appropriate controls are used at all times when the machine/equipment is operated, e.g. guards, PPE, etc.

The operative will report any defects in the controls provided, actual or suspected, to his manager/supervisor, who will take the appropriate action forthwith.

The manager/supervisor responsible will, in the normal course of his duties, ensure that the operator is using the controls provided and that the, operative checking that the controls are in good working order.

Cleaning of powered machinery will only be undertaken when the power source for the machine is not operating or, in the case of electric machines has been positively isolated from the source of supply.

### **3.8 DISPLAY SCREEN EQUIPMENT**

The JLES Group Ltd Health and Safety Advisor will undertake assessments on all VDU's and employees workstations on a regular basis. All office based staff and staff working from home that are classed as 'users' by the Company, will be made aware of the risks associated with using VDU's. Where required JLES Group Ltd will provide and pay for eye and eyesight tests.

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

The Company will obtain Material Safety Data Sheets (MSDS's) when purchasing hazardous substances. The health risks will be assessed and action taken to eliminate or effectively control them.

Employees must not use any materials or substances that have not been appropriately assessed in relation to their hazardous properties by the Company. If an Employee is in doubt they must contact the Health and Safety Advisor for guidance.

Employees (and contractors where appropriate) will be made aware of the COSHH assessments which are kept in the COSHH Assessment Manual and in particular to those which affect their work.

The COSHH assessments may highlight the need for personal protective equipment, e.g. protective gloves, goggles and breathing apparatus. In such cases the equipment will be provided by the Company, regularly checked by managers/supervisors to ensure that it is being maintained properly and used by employees as directed in the relevant assessment.



### 3.10 HIGHLY FLAMMABLE SUBSTANCES

Where highly flammable liquids are stored and used, the Company shall ensure strict control, e.g. appropriate storage, no ignition sources, and restricted amount in use at any one time, etc.

Working stocks of highly flammable liquids should not exceed 50 litres in the workplace. Furthermore, containers when not in actual use should be kept closed and kept in a fire resistant cabinet that is capable of containing spillage from the largest sized container.

Ignition of flammable solvent vapour can occur from naked lights, electrical apparatus, sparks generated by the discharge of static electricity, etc. All efforts will be made to eliminate such ignition sources where flammable substances are likely to be present. Fire extinguishers applicable to the hazard will also be made available when storing or working in close proximity to flammable materials.

### 3.11 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007

Whenever work is undertaken on site where the Construction (Design and Management) Regulations (CDM) apply, JLES Group Ltd will ensure that all the relevant information is provided to all our employees. JLES Group Ltd will work according to the Health and Safety Plan developed by the Principal Contractor and/or CDM Co-ordinator.

For clarification the following people have roles within construction projects:

#### For Non-notifiable projects -

Client	- Customer
Designer	- JLES Directors
Principal Contractor	- Regional Directors/Group H&S Advisor

#### For Notifiable projects –

Client	- Customer
CDM Co-ordinator	- JLES Directors/Group H&S Advisor
Designer	- JLES Directors
Principal Contractor	- Regional Directors/Group H&S Advisor

The construction phase Health and Safety Plan will be developed by the Principal Contractor in conjunction with the CDM Co-ordinator using Client specifications. The CDM Co-ordinator will be responsible for ensuring that the Health and Safety File is prepared.

All JLES Group Ltd employees will be suitably qualified to undertake the necessary work and will be provided with the correct work equipment and have the appropriate information related to their work activity and the surrounding environment. Supervision will be provided to ensure all work is undertaken in a safe manner.

All the relevant health and safety documentation will be kept up to date, e.g. method statements, risk assessments, safe working procedures, training records, inspection certificates, etc., and copies will be forwarded to the Principal Contractor for their approval and inclusion into the Construction Phase Health & Safety Plan.

### 3.12 NOISE

The Company will ensure, so far as is reasonably practicable, that employees are protected from exposure to noise that is likely to damage their health.

An assessment of the exposure to noise will be carried out where employees are likely to be exposed to levels at or above 80dB(A). Noise assessments where applicable will



be recorded in the Safety Procedures Manual and will be repeated as appropriate.

Any person entering designated 'Hearing Protection Zones' must use appropriate ear protection and supervisory staff must ensure this is adhered to.

### **3.13 ELECTRICITY AT WORK**

#### **Portable Appliances:**

No portable electrical appliance must be brought into the premises, for business or personal use, without consent from a Director. Employees must report any equipment defects immediately to their manager /supervisor.

Portable electrical equipment shall include items such as radios, toaster's, kettles and any other similar small electrical item fitted with a standard electrical plug. The equipment shall not be part of the fixed installation but may be connected to the fixed installation by means of flexible cable, plug, spur box or similar. If in doubt you must seek guidance from the Health and Safety Advisor connection and/or use

### **3.14 MANUAL HANDLING OPERATIONS**

The most frequent manual handling injuries are those affecting the back, neck, shoulders and arms. Often relatively simple movements of the body and arms cause these injuries; for example, stretching across the desk to pick up a file or filling/emptying crates. Employees can reduce the risk of these injuries by using the controls provided, including adopting the correct manual handling techniques.

Where possible the company shall provide suitable mechanical alternative to manual handling in order to eliminate the risk. In the event that mechanised alternatives cannot be used the manual handling tasks shall be assessed and appropriate training and instruction given to the employees concerned.

Information on Good Manual Handling techniques shall be displayed and made available to all employees.

Manual handling assessments will be carried out and records kept in the Safety Procedures Manual. Employees carrying out work activities involving significant levels of manual handling will be provided with appropriate mechanical handling equipment and training on 'correct manual handling techniques.

### **3.15 COMPANY PROCEDURE FOR WORKING ON HIGHWAYS:**

The Company procedures are to conform to all current regulations and to comply with;

- Provisions and Use of Work Equipment Regulations 1998
- Management of Health and Safety Work Regulations 1999
- Construction Design and Management Regulations 2007
- Highways Act 1980
- IEE Wiring Regulations 17<sup>th</sup> Edition and Guidance HSE Booklets
- HSE Guidance Notes
- BS6423 1983

Traffic signals are to be used on all roadworks where reasonably practicable. Road signage indicating work is in progress must also be used.

Sufficient personal protective equipment is to be available at the workplace.

- High Visibility Jackets/Vests (to be worn at all times on site)
- Hard Hats (to be worn when working under or near lifting apparatus/machines).
- Steel toe capped safety footwear.
- Gloves
- Ear Defenders
- Goggles/Glasses



### **3.16 WORKPLACE SAFETY AND WELFARE**

The Company will ensure that all its premises remain safe and do not cause any risk of injury. In order to achieve this, regular inspections will be undertaken.

These Regulations support our Company Policy to protect the health and safety of everyone in the workplace and to ensure that adequate welfare facilities are provided for people at work within the office and on external sites.

### **3.17 PERSONAL PROTECTIVE EQUIPMENT**

The Company shall ensure that suitable personal protective equipment is provided to their employees who may be exposed to a risk to their health or safety while at work. Except where and to an extent that such risk has been adequately controlled by other means that are equally or more effective.

The Company will consider personal protective equipment as a last resort or as an interim solution to a risk of exposure, pending control by engineering or other means. The Directors of JLES Group Ltd will keep records of Personal Protective Equipment issued to all personnel

### **3.18 HEALTH AND SAFETY MONITORING AND REVIEW**

Reports on health and safety performance will be a regular item at monthly Operations Meetings. Such reports will include accident statistics, performance as measured during audits and enforcement action.

Any audits undertaken may cover overall operation and compliance or may look at the specific workings of elements of the Health and Safety Policy Advisor.

Any requests for amendment to the Company's Health and Safety Policy Manual should be brought to the notice of the employees' Manager/Supervisor. They will forward the request(s) to the Health and Safety Advisor.

### **3.19 WORKING AT HEIGHT**

Where working at height is required to undertake a specific work activity, JLES Group Ltd will provide employees with suitable access equipment to ensure works are carried out in a safe and controlled manner.

Prior to each task being undertaken the supervisor, to assess a suitable means of access and safe method of work, will carry out a visual assessment.

Key points that will be observed when selecting and using work equipment are:-

#### **Ladders**

- a) Is an alternative means of access more suitable? Take into consideration the nature of the work and the duration, the height to be worked at, the reaching movements that may be required and what equipment and materials may be required at height.
- b) Visually check whether the ladder is in good condition and free from slippery surfaces.
- c) Check facilities available for security against slipping, e.g. tied at top, secured at bottom or footed by a second person if no more than 3 metre height access is required.
- d) Ensure rung at stop off point is level with the work platform and that the ladder



rises a sufficient height above this point (at least 1.05 metre or 4 rungs)

- e) Ladders are to be maintained and free of defects. An inspection prior to use should be undertaken.
- f) The correct angle of rest for the ladder is 75 degrees (corresponds to a ratio of one unit horizontally at the foot to every 4 units vertically)

#### **Stepladders**

- a) Stepladders are not designed to take side loadings.
- b) Stepladders are to be levelled for stability on a firm and level base.
- c) Works should not be undertaken from the top step.
- d) No more than one person should use the stepladder at any one time.
- e) Equipment is to be maintained free from defects and regular inspections undertaken. Overreaching should be avoided by moving the stepladder. If this is not possible, another means of access will be considered.

#### **Scaffold Towers**

- a) Erection of towers is to be in accordance with suppliers recommendations.
- b) Erection, alteration and dismantlement is to be carried out by trained and competent persons.
- c) Towers are to be stored on a firm and level base with wheel castors locked.
- d) The structure should be braced in all places, to distribute loads correctly and prevent twisting and collapse.
- e) Free standing towers will not be used above 9.75m unless tied. The maximum height of the upper working platform when tied will not exceed 12m.
- f) Guardrails, tow boards and other appropriate means will be provided to prevent falls of workers and materials.
- g) Mobile towers will not be moved when persons are still on the platform.
- h) A safe means of access is to be provided on the narrowest side of the tower.
- i) Scaffold towers are to be erected and dismantled by competent and suitably trained personnel only.

### **3.20 CONTROL OF ASBESTOS AT WORK**

Prior to commencement of works at any site JLES Group Ltd will request from the Client details of the asbestos register and any known asbestos that could be disrupted during a specific work process.

Asbestos in its various forms is found either used on its own or mixed with other materials in many situations in the construction industry, e.g.:

- Lagging of pipes
- Fire protection for Steelwork
- Insulating Boards

It is the Managers/Supervisors responsibility to identify where there is a possible risk of contact with Asbestos Containing Materials (ACM's). Where there is a possible risk of



contact with asbestos, JLES Group Ltd will request that materials are either removed or suitably encapsulated by a specialist contractor prior to any works progressing.

Upon completion of the removal or encapsulation, JLES Group Ltd will only permit works to commence once a clear air test has been carried out and written confirmation from the Asbestos Specialist has been received to confirm that it is safe to progress with the works.

### **3.21 LIFTING EQUIPMENT AND LIFTING OPERATIONS**

Where a mechanical means of lifting is required, JLES Group Ltd will ensure a specialist contractor is employed to provide mechanical lifting equipment suitable for the lift, a trained and competent crane driver and banksman to ensure the lift is planned and controlled during the activity.

Dependent on the size and nature of the lift, the Manager/Supervisor will visit site prior to commencement with the Crane Hire Company to access the lift, the location of the crane and access any site specific hazards. A Method Statement, Risk Assessment and berthing study will then be drawn up for approval prior to commencement.

### **3.22 DISPOSAL OF WASTE**

JLES Group Ltd is to minimize the amount of waste produced by work activities. All waste produced by JLES Group Ltd during their work activities is classified as controlled waste. All waste produced on site is disposed of in skips which are removed on site by a holder of a Waste Management Licence.

### **3.23 CONFINED SPACES**

Where works are required within an area that is classified as a Confined Space under the Confined Space Regulations 1997 JLES Group Ltd will ensure that a safe system of work has been developed prior to works commencing.

### **3.24 USE OF MOBILE PHONES**

It is policy of JLES that employees do not use mobile phones when driving except where vehicles are fitted with a hands free car kit. When travelling in the vehicle, mobile phones must only be operated using the hands free kit. JLES recommends that employees find a safe place to stop before making or receiving calls.

### **3.25 COMPANY VEHICLE DRIVING**

JLES requires that employees driving on Company business must drive in accordance with Road Traffic Legislation and The Highway Code at all times, and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and are being used for access purposes.

All drivers must adhere to the following procedures when on Company business:-

- Report all accidents or damage, however minor, to the Directors.
- Ensure that any traffic violations, which result in prosecution, are reported to the Directors.
- Check lights, tyres, oil, water windscreen wipers and washer reservoirs on a regular basis.
- Refrain from drinking alcohol or taking any medication, which could affect driving ability, prior to driving a vehicle.
- Ensure you vehicle is serviced in accordance with the manufacturer's requirements.
- Ensure that prior to reversing there are no obstructions or people behind the vehicle.
- Make regular inspections of the vehicle for obvious defects and ensure



- defects notified are rectified without delay.
- Ensure that care is taken when driving a vehicle in adverse conditions, i.e. rain, wind, snow, ice or fog. Speed should be moderated to suit weather conditions, road surface and volume of traffic.

### **Driver Fatigue**

After a total of 4 hours driving, a minimum break of at least 45 minutes must be taken. This can be split into shorter breaks at more frequent intervals.

Daily driving period - a maximum of 9 hours which can be extended to 10 hours, not more than twice per week.

Total fortnightly driving - 90 hours maximum.

If at any time when driving employees feel tired or drowsy they must pull over and take a break.

### **3.26 WORKFORCE CONSULTATION**

JLES operates a policy of consulting with employees directly on all matters relating to Health and Safety.

The company welcomes direct feedback from employees on any matters that they wish to address in relation to the Health, Safety and Wellbeing of themselves, their colleagues, contractors or any other persons affected by the ongoing operations of the business.

Monthly meetings are held of the Directors of the companies and the Health and Safety Advisor and any matters are discussed and recorded accordingly.

As part of their induction, all employees are made aware of the individual responsibilities of people for Health and Safety within the workplace. They are also advised of the details local enforcement office should they wish to contact them direct.

Regular updates shall be issued by the Health and Safety Advisor to all employees on matters of Health and Safety. In the event of any amendment to the company policy or handbook, revised copies shall be issued along with accompanying document detailing the amendments therein.

The Company shall provide all relevant Health and Safety information in appropriate format for the individual employees. This shall include adaptation in presentation for disability or language at the request of the individual.

### **SUPPORTING DOCUMENTATION**

The following documentation is to be read in conjunction with this Health and Safety Policy.



**SECTION 4**

**APPENDIX 1**

**Accident and Dangerous Occurrence  
Reporting Procedure  
(RIDDOR '95)**



## ACCIDENT, DANGEROUS OCCURRENCE AND DISEASE REPORTING PROCEDURE

The legal responsibilities for reporting injuries, diseases and dangerous occurrences are detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

### 1.0 JLES Group Ltd Accident Procedure:

- a) Any Accident is to immediately reported to the First Aider or appointed person.
  - b) Injuries that cannot be treated on site are to be referred immediately to the casualty department of the nearest hospital or their doctor.
  - c) The Health and Safety Advisor or Directors must be informed of the accident immediately.
  - d) A complete record of the incident and resulting injury must then be entered into the Company Accident Book and recorded on the Accident/Incident Report Form shown in Appendix 2.
- ★ Appointed Persons are responsible for ensuring First Aid Boxes are correctly stocked.

The following provisions were made under the Health & Safety (First Aid) Regulations:-

- Work places must have first aid provision.
- Employers are required to assess the level of first aid provisions.
- Low hazard work - places should provide at least one first aider if they employ more than 50 people.
- If no trained First - aider is employed, then you must make sure that there is always an appointed person present at work.
- An appointed person is someone who is authorised to take charge of a situation (e.g. to call an ambulance).

EMERGENCY FIRST AID TRAINING SHOULD BE CONSIDERED FOR ALL APPOINTED PERSONS.

N.B. First - aid kits should contain only the items that a first aider has been trained to use. THEY MUST NOT CONTAIN MEDICATION OF ANY KIND.

### 1.1 Notification to the Authorities:

Injuries are to be notified to the health and Health and Safety Executive if the injury falls within the following criteria:-

- i) If any person dies as a result of an accident arising out of or in connection with work.
- ii) If any person suffers a **major injury** as a result of an accident arising out of or in connection with work.
- iii) If any person who suffers an injury, and is not at work, but has received the injury in relation to work and is subsequently taken to hospital for treatment as a result of that injury.

Where a person at work has sustained an injury whereby they have had to refrain from work of the nature that he would reasonably be expected to do, for a period of 3 consecutive days, or more. (This includes any non-working days in the intervening period since receiving the injury at work).

Where any of the above criteria are applicable, the responsible person (the employer) must notify the enforcing authority (HSE) during normal working hours by the quickest practicable means (normally by telephone call). **Just call 0845 300 99 23** (Monday to Friday 8:30am to 5:00pm).



The responsible person should keep a note of telephone notifications, including the time, name of caller and what details were given of the event being notified.

Alternatively, notify the HSE by email using the appropriate form located at: <https://www.hse.gov.uk/forms/incident/index.htm>.

The HSE and local authority enforcement officers **are not an emergency service**. You should contact your enforcing authority out of hours in the following circumstances:

- fatal accidents at work;
- accidents where several workers have been seriously injured;
- accidents resulting in serious injury to a member of the public;
- accidents and incidents causing major disruption

HSE has a 24/7 response to incidents that includes a decision maker who will assess the initial incident and determine HSE's approach and deployment of resource. Ring the out-of-hours duty officer on **0151 922 9235**. The duty officer will take your message and will ask you for a phone number to call you back on.

## 1,2 Classification of Injuries

In accordance with RIDDOR 1995 the classification of injuries are as follows:-

- a) Major Injury - Reference to Schedule 1 of RIDDOR 1995 for detailed list of major injuries.
- b) 3 day injury - is one that is not classified as a major injury but results in the injured person being away from work OR unable to do the full range of their normal duties for more than 3 days.

### Reportable Major Injuries are:-

Fracture other than to fingers, thumbs or toes;

Amputation;

Dislocation of shoulder, hip, knee or spine;  
Loss of sight (temporary or permanent);

Chemical or hot metal burn to the eye or any penetrating injury to the eye;

Electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hrs;

Any injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;

Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent;

Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;

Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material



## 2.0 JLES Group Ltd Procedure for Reporting a Dangerous Occurrence

A list of Dangerous Occurrences reportable to the HSE are defined within Schedule 2 of RIDDOR 1995.

### **Reportable dangerous occurrences include: -**

Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;

Explosion, collapse or bursting of any closed vessel or associated pipework;

Failure of any freight container in any of its load-bearing parts; plant or equipment coming into contact with overhead power lines; electrical short circuit or overload causing fire or explosion;

Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;

Accidental release of a biological agent likely to cause human illness;

Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;

Malfunction of breathing apparatus while in use or during testing; collapse or partial collapse of a scaffold over five metres high;

Collapse or partial collapse of a scaffold over 5 metres high;

Overturning, serious damage, or fire to a tanker carrying a dangerous substance;

Release of, or fire involving, any dangerous substance being conveyed by road;

Unintended collapse of any building or structure under construction, alteration or demolition where the fall involves over five tonnes of material;

Explosion or fire causing suspension of normal work for over 24 hours;

Uncontrolled release in a building of 100 kg or more of flammable liquid (10 kg if above its boiling point), 10 kg or more of flammable gasses, or 500 kg of these substances if released in the open air;

Accidental release of any substance which may damage health

If an injury occurs as a result of a Dangerous Occurrence and the injury is reportable to the Enforcing Authority, the Dangerous Occurrence is not required to be reported. If, however, the injury is not reportable under RIDDOR 1995 the dangerous occurrence must be reported.

Ensure that all incidents that are reported to the HSE and/or Enforcing Authority are also reported to the Group Health and Safety Advisor or a JLES Director. No communication should be made with the Media without prior consultation with the Directors.



### **3.0 JLES Group Ltd Procedure for Reporting of Diseases**

A list of occupational diseases reportable to the HSE is defined within Schedule 3 of RIDDOR 1995.

#### **Certain poisonings;**

Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;

Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;

Infections such as: leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus;

Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

Where a person suffers from any of the listed Occupational Diseases where his work involves aspects associated with the Occupational Disease, or when a written statement has been received from a registered practitioner diagnosing an Occupational Disease on the list, a report needs to be issued to the HSE on a Form F2508A.

### **4.0 JLES Group Ltd Internal Accident Reporting Procedure**

In order to identify the cause of accidents and dangerous occurrences and enable JLES Group Ltd to prevent any re-occurrence of incidents, JLES Group Ltd ensure that an internal investigation is carried out on accidents.

To ensure adequate evidence is gathered, statements will be required from the injured party, witnesses and supervisors.

Each statement will be assessed to highlight any possible reasons that may have caused the accident.

A report will then be produced by the Company Health and Safety Advisor recommending any additional control measures, training requirements and any other systems that could be implemented to prevent a similar accident re-occurring.



**APPENDIX 2**

**Accident /Incident  
Report Form**







**APPENDIX 3**

**Acceptance of Policies Form**



**ACCEPTANCE OF JLES GROUP LTD  
HEALTH AND SAFETY POLICY**

**EMPLOYEE/SUBCONTRACTOR ACCEPTANCE OF POLICIES  
RESPONSIBILITIES & INSTRUCTIONS SET OUT IN OR  
REFERRED TO IN THIS MANUAL**

I accept that I have read and understood the contents of this manual that apply to my own position of work for JLES Group Ltd.

I confirm that I have read and understood the contents of the Safety Procedures Manual which is to be read in conjunction with this Health and Safety policy.

If there is anything that I do not understand I shall contact my appropriate supervisor, manager or director for clarification.

I shall follow the requirements of this manual while performing all the companies' duties assigned to me at all times when on company business.

Name & Title: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_