

Company Registration Number
4169017
Mobile Crane Hire
(C.P.A. Model Conditions)



J&M Crane & Transport Limited

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VAT No 206 2001 33
Specialist Transport
(R.H.A. 1998 Conditions)



HEALTH AND SAFETY POLICY

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Statement of Intent

1. J & M Crane and Transport Ltd (“JMCT”) recognises and accepts its legal obligations (under the Health and Safety at Work etc. Act 1974 and all applicable regulations made under it) to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees, persons in training, directors, contractors and temporary workers (“Employees”) and the health and safety of visitors and other persons who attend or use its premises and who may be affected by its work (“Visitors”).

2. In accordance with its legal obligations, JMCT has carried out a risk assessment of its activities, equipment, facilities, building and all other related arrangements where matters of health and safety may be involved. This Health and Safety Policy (“the Policy”) is designed to enable JMCT to comply with its statutory health and safety obligations, to apply the necessary measures identified in its risk assessment and to adopt all other reasonably practicable measures (within the limits of available resources) to:
 - 2.1 reduce hazards and the risk of personal injury to its Employees and Visitors arising out of its activities;
 - 2.2 maintain a safe and healthy place of work; and
 - 2.3 reduce hazards and the risk of damage to its property.

3. In particular, JMCT shall:
 - 3.1 continue to identify hazards and assess risks to health and safety;
 - 3.2 provide and maintain safe plant, equipment and systems of work that are free of risk to health;
 - 3.3 maintain any place of work under its control (including access and egress) safe and free of risk to health;
 - 3.4 provide safe arrangements for the use, handling, storage and transport of articles and substances;
 - 3.5 provide adequate and appropriate information, instructions, training and supervision;
 - 3.6 consult with all the Employees on health and safety matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996;
 - 3.7 apply the Working Time Directive to all employees’ hours of work to ensure that no employee shall work more than 48 hours per week and/or night time working rules of not exceeding 7 hours long.

- 3.8 liaise with contractors and other employers where necessary;
- 3.9 monitor, inspect and review the implementation of this Policy; and
- 3.10** review and update this Policy whenever appropriate.

- 4. To this end, proper implementation and application of this Policy by everyone is paramount. Employees are required to comply with the terms of this Policy and any related arrangements or policies from time to time in force; take all reasonable steps to protect their own safety and that of other Employees; and co-operate with management in the implementation of this Policy.
- 5. The ultimate responsibility for overseeing the implementation of this Health and Safety Policy rests with JMCT's James Lawrence.



J LAWRENCE

SIGNED:

James Lawrence (Managing Director)

DATED: January 2020

Organisation and Responsibilities

1. Managing Director

The Managing Partner has the overall responsibility for implementing the company Health and Safety Policy and will ensure: -

- a) Compliance with the Health and Safety at Work Act 1974 and all relevant legislation applicable to the company's operations;
- b) Health and Safety (Consultation with Employees) Regulations 1996 - Ensure that all employees are made aware of the requirement placed upon them by this policy and that the company complies with these requirements;
- c) Ensure a safe place and safe system of work, and in doing so determine and assess the risks involved to provide the safe practices;
- d) The allocation of sufficient resources to ensure that the requirements of the policy and legislation can be fulfilled;
- e) The provision of sufficient and suitable training to all employees to enable them to undertake their responsibilities without risk to the their own or other person's safety and health;
- f) The provision of sufficient and suitable risk assessments and safe systems of work referred to as RAMS to all employees and Clients/Others as approved to enable them to undertake their responsibilities without risk to the their own or other person's safety and health;
- g) The monitoring of the effectiveness of the policy, working practices and management in order to provide amendment and review of that policy;
- h) The provision of a system of audit and inspection to all systems, practices and places of work in which the company is involved;
- i) The appointment of only competent sub-contractors to assist with the company activities and ensure that they have made adequate provision for health and safety,

- j) That the activities of those of those sub-contractors appointed are suitably supervised to conform with the company health and safety policy and associated legislation;
- k) The introduction of suitable accident reporting procedures, initiate accident investigations, review all accident reports and introduce appropriate remedial measures and practices as required;
- l) That matters of health and safety are addressed from all project progress meetings,
- m) Welfare and First Aid Facilities and emergency procedures - Ensure that all suitable facilities are provided as applicable and are compliant with all current legislation;
- n) The provision of adequate disciplinary procedures to ensure compliance with the company policy,
- o) That the Working Time Directive shall be applied to all employees' hours of work to ensure that no employee shall work more than 48 hours per week and/or night time working rules of not exceeding 7 hours' long
- p) That suitable measures and procedures are put into place to achieve compliance with the Construction (Design and Management) Regulations 2015.
- q) That a personal example is set by complying with the requirements of the company health and safety policy.

2. In addition to the foregoing, the Contracts Manager, where appointed, and/or Managing Director

Has responsibility with regard to the Company health and safety to: -

- a) Be conversant with company health and safety policy, together with legislation applicable to the company's operations;
- b) Ensure employees are made aware of the company policy and understand the importance of complying with its requirements;
- c) Identify hazards and risks associated with any project and issue relevant documentation relating to those identified via the provision of sufficient and suitable risk assessments and safe systems of work referred to as RAMS to all employees and Clients/Others as approved to enable them to undertake their responsibilities without risk to the their own or other person's safety and health;
- d) Ensure a safe place and safe system of work for any place of work and project;
- e) Ensure sufficient and suitable training is provided to all employees to enable them to undertake their responsibilities without risk to their own or other person's safety and health;
- f) Provide induction training to all new employees;
- g) Ensure that all necessary information and instruction is given to employees, sub-contractors and others affected by company activities, to complete their health and safety;
- h) Ensure that only competent persons are suitably trained and of appropriate experience when deployed in the execution of company activities;
- i) Implement the necessary resources to provide and permit safe working practices in respect of all company activities;
- j) Provide all personal protective equipment as appropriate to safeguard employees and others, undertaking or involved in company activities;

- k) Monitor activities on site to ensure supervisory staff and employees comply with their duties and responsibilities required by the company policy and legislation;
- l) Undertake regular inspection and/or audit of operational areas and/or sites to ensure compliance with health and safety legislation;
- m) Ensure that only sub-contractors assessed as competent are deployed on site and are aware of the company safety policy;
- n) Monitor appointed sub-contractors to ensure that activities are undertaken competently and are adequately resourced and do comply with company policy;
- o) Ensure that accident reporting procedures are consistently followed;
- p) Ensure only appropriate machinery, plant, tools and equipment is used and is properly tasked and maintained and permitted on site for use on company activities;
- q) Regularly inspect plant and equipment, including hire equipment and ensure it is retained in safe working order, completing and keeping records accordingly;
- r) Ensure that each employee is suitably trained and competent to operate all plant and equipment;
- s) Implement emergency procedures in line with client requirements and to the satisfaction of site operations and provide induction and training to all affected by the emergency procedures developed during company activities;
- t) Ensure the provision of suitable Welfare, First Aid facilities and emergency procedures – direct all site staff to ensure that they will be acquainted themselves with all on-site welfare, mess and toilet facilities as defined at site induction prior to entering site and before commencement of any on-site duties. Where these are not available then staff must make arrangements to establish suitable toileting and mess facilities locally by prior discussion and arrangement with the site/client manager;

- u) Discipline employees as required ensuring compliance with the company policy;
- v) Implement systems and procedures to fulfil compliance with the company's duties under the Construction (Design and Management) Regulations 2015;
- w) Health and Safety (Consultation with Employees) Regulations 1996 - Ensure adequate resources are provided to disseminate and receive health and safety information in compliance with. This will be arranged by both formal and informal discussions between management and staff via memoranda, toolbox talks in conjunction with our external health & safety advisor and other media. Staff will be directed and will be expected to participate actively in these meetings by providing information on observed actions or conditions, either safe, or unsafe. Staff will be kept fully advised of all matters on a regular basis on health & safety matters likely to affect their interest or those whose health & safety might be affected by their actions;
- x) Ensure company compliance with the Special Waste Regulations 1996.

3. Crane Operator and/or Lift Supervisor

Has on-site responsibility with regard to Company Health and Safety and: -

- a) Be conversant with the company health and safety policy together with legislation applicable to the company's operations;
- b) Ensure that only suitably trained competent and experienced persons/sub-contractors are engaged on company activities;
- c) To provide precise instructions to all employees engaged on company activities and ensure that they have received precise instructions to safe methods of working;
- d) To complete all statutory documents and retain them in accordance with company procedures and archive arrangements;
- e) To undergo site induction prior to commencement of all works and ensure that they receive appropriate instruction and information on the activities on which they are engaged;
- f) Welfare and First Aid facilities and emergency procedures – staff will make themselves aware of fire and emergency procedures. Staff will be directed to acquaint themselves with all on-site welfare, mess and toilet facilities as defined at site induction prior to entering site and before commencement of any on-site duties. On the very rare occasion that these facilities are not available, then by prior discussion and arrangement with the site/client manager, they will make arrangements to establish suitable toileting and mess facilities locally;
- g) Undertake complete compliance with all company risk assessments and method statements (RAMS) applicable to company activities;
- h) Provide supervision to employees, sub-contractors and others engaged on company site activities to ensure compliance with the company health and safety policy;
- i) Implement accident reporting procedures in accordance with current RIDDOR 95 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 –

HSE Publication **INDG453** refers) and in addition to those as defined by the client and company requirements;

- j) Implement emergency procedures as required by the operations of the “site” with relation to that site and others affected by the company activities;
- k) Establish First Aid provisions and that they are available on site;
- l) Provide and establish appropriate welfare facilities as defined by the Construction (Design and Management) Regulations 2015;
- m) Provide information to and co-operate with other contractors in matters of health and safety for that site;
- n) Act as fire safety co-ordinator as applicable;
- o) Ensure only appropriate machinery, plant, tools and equipment is used and is properly tasked and maintained and permitted on site for use on company activities;
- p) Regularly inspect plant and equipment, including hire equipment and ensure it is retained in safe working order, completing and keeping records accordingly;
- q) Ensure that each employee is suitably trained and competent to operate all plant and equipment;
- r) Provide and issue personal protective equipment as defined by risk assessments and ensure that all PPE is maintained and suitable for the use intended;
- s) Ensure compliance with company health and safety policy by all sub-contractors /employees and provide and carry out disciplinary procedures in line with the company safety policy as required,
- t) Health and Safety (Consultation with Employees) Regulations 1996 – Staff and management will be required to disseminate and receive information to and from all employees in line with these Regulations. This will be arranged by both formal and informal discussions between management and staff via memoranda, toolbox talks in conjunction with our external health

& safety advisor and other media. Staff will be directed and will be expected to participate actively in these meetings by providing information on observed actions or conditions, both safe, or unsafe. Staff will be kept fully advised of all matters on a regular basis on health & safety matters likely to affect their interest or those whose health & safety might be affected by their actions.

4. All Employees

All employees deployed by J & M Crane Hire & Transport Ltd to undertake activities on behalf of the company have the responsibility to :-

- a) Read and understand the company health and safety policy for carrying out their duties in accordance with its provisions;
- b) Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others and consider them as appropriate;
- c) Conform to all written Risk Assessment and Method Statements for safe systems of work by written or verbal instructions given to them to ensure their personal safety and the safety of others and consider them as appropriate;
- d) To undergo site induction prior to commencement of all works and ensure that they receive appropriate instruction and information on the activities on which they are engaged;
- e) Welfare and First Aid facilities and emergency procedures. Staff will acquaint themselves with all on-site welfare, mess and toilet facilities as defined at site induction prior to entering site and before commencement of any on-site duties. On the extremely rare occasion that these are unavailable on-site, then staff will have been advised by prior discussions and arrangements between the crane operator/lift supervisor and the site/client manager prior to entering site, of the arrangements in place off-site where alternative suitable toileting and mess facilities exist locally;
- f) Be sensibly and safely dressed for there working environment;
- d) Conduct themselves in an orderly manner in the workplace and refrain from horseplay;
- e) Ensure they use all safety clothing and equipment provided by the management in accordance with specified safe working practices. e.g. Safety Shoes to be worn at all times;
- f) Avoid any action that may cause damage to tools or plant, maintaining them in good working order, reporting any defects to the site supervisor;

- g) Health and Safety (Consultation with Employees) Regulations 1996 – Staff will receive and disseminate all information from management in line with the. This will be arranged by both formal and informal discussions between management and staff via memoranda, toolbox talks in conjunction with our external health & safety advisor and other media. Staff will be directed and will be expected to participate actively in these meetings by providing information on observed actions or conditions either safe, or unsafe. Staff will be kept fully advised of all matters on a regular basis on health & safety matters likely to affect their interest or those whose health & safety might be affected by their actions
- g) Immediately report any unsafe incident, practice or dangerous occurrence to the site supervisor;
- h) Immediately report all accidents and reportable injuries to the site supervisor;
- i) To become familiar with all processes, materials and substances used in connection with their work;
- j) Observe and become aware of both COSHH and risk assessments issued to them;
- k) Liaise with the site supervisor to ensure that all reasonable steps are taken to protect the general public and others against any hazards, which may be created by the site or workplace activities;
- l) Refrain from the drinking of alcohol or the taking of drugs whilst at work and be aware that any participation is an immediately dismissible offence. This will include lunch breaks and any period 8 hours immediately prior to the start of any shift.

In addition to the aforementioned responsibilities, the Health and Safety at Work Act 1974 places duties and statutory responsibilities on all employees and are: -

Section 7.0 Health and Safety at Work Act 1974, To take reasonable care for the health of him/her self and of persons who may be affected by his/her acts or omissions whilst at work.

Also all employees shall be required to co-operate with his employer and as so directed by senior management with other approved agencies who may be acting in conjunction or partnership or in close proximity with J & M Crane Hire & Transport Ltd's bona fide activities and thus enable the

employer to carry out his legal duties under health & safety legislation or any other statutory requirements as may be imposed. It being understood that failure to do so will render the employee liable to disciplinary measures which in significant breaches of health and safety good practices will lead to instant dismissal.

Section 8.0 Health and Safety at Work Act 1974,

No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of health and safety or welfare.

Arrangements

1. Information, Instruction and Training

1.1 Information

Health and safety information comes from numerous sources. Employees who seek health and safety information are advised in the first place to contact James Lawrence. In addition, Employees may search and download useful information using the World-Wide-Web (e.g. using the search term “health and safety”). Free HSE advisory leaflets on a wide range of health and safety issues may be obtained from James Lawrence.

1.2 Instructions

Specific practical information (instruction) on how to carry out processes or use equipment safely can be obtained from James Lawrence. In addition, manufacturers’ instruction manuals should be consulted before any equipment is used and in the event of any fault, defect, problem or query.

1.3 Training

Health and safety training will be arranged by James Lawrence as and when appropriate and may be provided internally or externally. In particular, it is envisaged that training shall be provided upon Employees joining JMCT and on their being exposed to new or increased risk (e.g. following the introduction of new equipment, technology or systems of work). Where appropriate, training shall be repeated periodically to ensure that employees are in possession of the highest quality of professional training at all times.

All such records of all employees training shall be recorded for each employee individually and controlled centrally on a training matrix which is held centrally by James Lawrence.

2. General Health and Safety Precautions

2.1. Having carried out a risk assessment, JMCT has and shall continue to have, and Employees are required to maintain, a clear understanding of the hazards involved in any particular situation and remain vigilant towards the general condition of any equipment, materials and other items in use.

- 2.2 All Personal Protective Equipment (PPE) issued to employees in accordance with approved RAMS shall be maintained to the highest standard for continued effective health and safety use. Any PPE that is required to be replaced shall be at the cost to the company, always providing that the PPE has been used only as per the manufacturers' instructions and has not been intentionally misused. All issue of PPE shall be recorded centrally and also on the employees' training records.
- 2.3 Where appropriate, Employees shall receive/undergo adequate training designed to help them maintain safety awareness, look out for safety risks and understand the importance of minimising risks and of adhering to methods which are designed to achieve this.
- 2.4. All known problems and/or defects to equipment or items must be reported to James Lawrence. If necessary, the relevant equipment or item shall be taken for repair.
- 2.4. Employees' clothing and footwear must be suitable for the work they do. Where protective clothing and equipment are required, they shall be provided and must be used.
- 2.6 Employees who do certain types of work may be required to undergo medical screening before commencing and during their time at work.

3. Work Arrangements and Working Areas

3.1. General precautions

Buildings where work may be carried out shall be of sound construction with safe means of access and egress. Working areas shall be designed to ensure adequate space, light, temperature and ventilation for reasonable comfort and safety. Noise levels should be as low as the work permits and within safe limits. Where it is not reasonably practicable to keep noise to safe limits, protective personal equipment shall be provided and must be used by Employee.

- 3.2 Any area of special hazard shall be signposted clearly and be subject to suitable safety measures and access arrangements. Appropriate protective equipment/ clothing shall be provided for dealing with any particular danger or risk at the relevant area, and must be used/worn.

- 3.3 Only specially trained and authorised Employees may enter and, if necessary, work in a special hazards area, including roofs and confined spaces which are likely to be unventilated. Such Employees are required to contact James Lawrence and to take all the necessary precautions before commencing work.
- 3.4 Corridors and staircases must provide safe emergency escape routes and access. They must not be used as storage or work areas. Windows, doors and gates shall be suitably constructed and, if necessary, fitted with safety devices.
- 3.5 Employees are reminded that polished / wet floors may be slippery; there should be no running on bare floors. In addition, all floors must be kept dry and free of litter, goods, trailing cables etc. An Employee who detects torn floor surfaces (e.g. carpet) should report this immediately to James Lawrence, Managing Director.
- 3.6 Access to high-level storage can only be undertaken by suitably trained employees and experienced employees and only after ascertaining through proper risk assessment, a safe system of work. All such working at heights shall consider using appropriate equipment (e.g. a footed or tied step ladder, and not a revolving stool or chair). Manual handling instructions must be followed when carrying any load.

4. Communication / Consultation with Staff

- 4.1 J & M Crane & Transport Limited ensures that all employees are made aware of the requirement placed upon them by this policy and that the company complies with the requirements of the Health and Safety (Consultation with Employees) Regulations 1996. This will be arranged by both formal and informal discussions between management and staff via memoranda, toolbox talks in conjunction with our external health & safety advisor and other media.
- 4.2 Staff will be directed and will be expected to participate actively in these meetings by providing information on observed actions or conditions, either safe or unsafe.
- 4.3 Staff will be kept fully advised of all matters on a regular basis on health & safety matters likely to affect their interest or those whose health & safety might be affected by their actions;

5. Welfare

- 5.1 J & M Crane & Transport Limited ensures that suitable First Aid and Welfare Facilities are provided as applicable and are compliant with current health & safety legislation, particularly Construction (Design and Management) Regulations 2015.
- 5.2 All site staff will be directed to acquaint themselves with all on-site welfare, mess and toilet facilities as defined at site induction prior to entering site and before commencement of any on-site duties.
- 5.3 Where these are not available then staff must make arrangements to establish suitable toileting and mess facilities locally by prior discussion and arrangement with the site/client manager.

6. Temperature and Humidity

- 6.1 Steps shall be taken to endeavour to keep temperature in JMCT's premises within a comfortable range and in any event above the statutory minimum of 13°C for active work and 16°C for office work (after the first hour of work and except for cold rooms, rooms which are open to the outside and the like). There is no set maximum temperature, but JMCT shall endeavour to ensure that temperature is maintained at a comfortable level. In addition, JMCT shall endeavour to keep buildings at a comfortable humidity range (40-75% RH) to prevent irritation to eyes and respiratory tract. When requested to do so, James Lawrence will carry out temperature and humidity monitoring.
- 6.2 Where, due to an Employee's work, it is not practicable to maintain the temperature and level of humidity specified in clause 1.1 above (e.g. because an Employee works outdoors or drives a fork-lift truck), JMCT shall take all reasonable measures to prevent the risk of injury to the Employee (e.g. by providing personal protective clothing, allowing for acclimatisation to the work environment and training). Employees are required to adhere to all such measures and use protective equipment at all times.
- 6.3 Cooling equipment must not be positioned in such a way that long hair might get caught. Heating apparatus must not be placed near paper, furnishings and other equipment or material which can catch fire. Private heating or cooling equipment must not be used,

except with the prior written authorisation of James Lawrence (in which case, all equipment shall be tested and inspected regularly, as required by law).

7 Lighting

7.1 It is important that Employees have adequate lighting suitable for the activity which they carry out. Accordingly, JMCT shall endeavour to supply lighting in accordance with the following *average* and *minimum* levels (given consecutively in lux):

7.1.1 movement of people, machines and vehicles e.g. in corridors (*20 and 5 lux*)

7.1.2 movement of people, machines and vehicles in hazardous areas, e.g. construction sites (*50 and 20 lux*);

7.1.3 work requiring limited perception of detail, e.g. kitchens, shops (*100 and 50 lux*);

7.1.4 work requiring perception of details, e.g. offices (*200 and 100 lux*); and 7.1.5 work requiring fine perception of details, e.g. drawing offices, editing (*500 and 200 lux*)

7.2 Lighting shall also be provided at places of particular risk (e.g. crossing points). Automatic emergency lighting, powered by an independent source, shall be provided where sudden loss of light would create a risk to health and safety.

8 Noise

8.1 Wherever there is a noisy work environment (e.g. an Employee needs to shout to communicate with a person about 2 metres away), James Lawrence should be informed and shall arrange an assessment of noise levels. A record of any assessment shall be kept until a new assessment is made.

8.2 If noise or sound pressure exceeds the level prescribed by law (85dB(A)), steps shall be taken to reduce the noise/sound pressure to the lowest level reasonably practicable. Where noise level is between 85dB(A) and 90dB(A), Employees shall be supplied with ear protection (e.g. ear muffs or ear plugs) which they are advised to wear and with information about the risks involved. Where noise level exceeds 90dB(A), Employees shall be supplied with ear protection which they must wear whenever they are in any area of such high noise (“a hearing protection zone”) and with information about the risks involved.

- 8.3 Where necessary and so far as this is reasonably practicable, hearing protection zones shall be marked with appropriate notices.
- 8.4 Ear protectors must be maintained and stored properly and in accordance with any relevant instructions (e.g. manufacturer's maintenance schedule). Any defects must be reported immediately on their discovery to James Lawrence.
- 8.5 Any Employee who, on a daily basis, is exposed to noise of at least 85dB(A) on average (disregarding any ear protection equipment), who works for more than a few weeks in any 12 months period in an environment where noise levels are at least 90dB(A), or who is exposed to higher noise levels for very short periods of time, shall be offered regular hearing checks.

9. Lone and After Hours Working

- 9.1 As far as reasonably practicable, lone/after hours working shall be carried out only if:
- 9.1.1 a second person is present in the building and within earshot;
 - 9.1.2 at least one person in the building is competent to deal with any hazard peculiar to the job at hand;
 - 9.1.3 a telephone (allowing external and internal connection) is available to the person working alone or after normal hours;
 - 9.1.4 an appropriate and adequate safety procedure is established (e.g. a telephone reporting system / regular security patrols); and
 - 9.1.5 special arrangements are made to ensure the safety of any disabled Employee who works alone / after normal hours.

10. New and Expectant Mothers

- 10.1 An assessment has been carried out of the health and safety risks to female Employees who are of child-bearing age and their baby and JMCT has taken and shall continue to take all reasonably practicable steps to prevent such risks, as required.
- 10.2 Where it is not reasonably practicable to prevent the risk to health and safety of a particular Employee who is a new or expectant mother or to her baby, JMCT shall alter the Employee's working conditions or hours of work if this is reasonable and will avoid such risk.

- 10.3 If it is not reasonable to alter the Employee's working conditions or hours of work, or doing so would not prevent health and safety risks, JMCT shall suspend the Employee for as long as is necessary to avoid such risk. During her suspension, the Employee shall receive remuneration at the rate of a "week's pay" (as defined by law) for each week of suspension.
- 10.4 A new or expectant mother who works at night and who is required for health and safety reasons not to be at work for a period of time (under a certificate of a registered medical practitioner or midwife), shall be suspended for this period. During her suspension, the Employee shall receive remuneration at the rate of a "week's pay" (as defined by law).

11. Manual handling operations

- 11.1 Manual handling operations include any task which involves lifting, moving and supporting loads through physical effort.
- 11.2 As far as reasonably practicable, manual handling operations shall be avoided, e.g. by eliminating or redesigning the task or by using automation or mechanisation. Where a manual handling operation has to be carried out, it ought to be assessed and risks of injury identified. All reasonably practicable safety measures must be taken, including informing the relevant Employee of the weight of the load to be carried; altering or splitting of the load; providing and using mechanical aid equipment; and changing the task layout or design. No Employee should be asked or attempt to lift a load that is too heavy.
- 11.3 Any Employee who carries out a manual handling operation is required to:
- 11.3.1 check that the area through which and to which the load is carried is clean and tidy;
 - 11.3.2 wear shoes which have a good grip and, if reasonably practicable, protective toecaps; not wear loose clothing; wear gloves (when necessary); and use all other supplied and necessary protective and handling equipment;
 - 11.3.3 stand close to the load and plant feet firmly with legs approximately 30 centimetres apart;
 - 11.3.4 squat with bent knees, keeping his / her back straight and chin tucked in;
 - 11.3.5 grip the load firmly and stand up slowly with the load kept near the body - the load should not be lifted above chest height;
 - 11.3.6 use smooth movement; avoid jerking, twisting, jumping etc;
 - 11.3.7 lower the load slowly by bending the knees and letting the legs take the strain;

11.3.8 take extra care if suffering from a back problem;

11.3.9 ask for help if necessary.

12. Working at heights (for non on-site activities)

12.1 When working at heights, Employees must take all necessary precautions to avoid the risk of falling. To this end, Employees should use guard railing or safety belts/harnesses, as appropriate. Safety belts or harnesses must be adequately anchored to the structure whenever an Employee is at his/her working position or at rest.

12.2 Safety lines fitted to safety belts must limit a fall to 0.6 metre. Where it is necessary to have a fixed length line which permits a longer fall, a full harness must be worn together with a shock absorber. In any event, the line must not allow a fall of more than 1.8 metres. In a situation where a fixed-length line would not limit a free fall to 1.8 metres or less, an inertia reel type safety line must be used with a full harness. Safety lines/belts/harnesses must be stored properly, in accordance with instructions. Should they be found to be defective (e.g. damaged accidentally or through shock loading), they must not be used.

12.3 General access scaffolds must be assembled by properly trained Employees only, in accordance with the HSE Guidance Note on General Access Scaffold (GS 15). Tower scaffold platforms shall only be assembled by properly trained Employees in accordance with instructions from James Lawrence.

12.4 When working at a height greater than 2 metres, protection from fall shall be provided by way of fencing with two rails to a height of at least 110 centimetres. Where no protection can be provided (e.g. on roof edges), a separate risk assessment shall be carried out and adequate safety measures implemented before any work commences.

12.5 In addition, when working at a height greater than 2 metres, special care must be taken to avoid risks to the health and safety of persons below. Equipment must be secured where appropriate and "KEEP CLEAR" or "FALLING ZONE" notices must be posted.

13. COSHH – Asbestos

- 13.1 Asbestos has been used widely in the UK between the 1950s and 1980s (e.g. asbestos cement, in insulation boards and in paints, paper and floor coverings). Consequently, it is likely that asbestos is present in all buildings erected (and possibly equipment built) during this period. All reasonably practicable steps have been taken to prevent, and where not possible reduce to the lowest level possible, the exposure of Employees and Visitors to asbestos.
- 13.2 Where work has to involve asbestos (e.g. because safer materials cannot be used), exposure shall be prevented or reduced to the lowest possible level and the work shall be carried out in accordance with information, instruction and (if necessary) training provided by James Lawrence.
- 13.3 In particular, Employees must always use supplied personal protective equipment (e.g. respirator and disposable overalls); not use power tools on asbestos (e.g. drilling, grinding or sanding tools); and not lift ceiling tiles without the prior written authorisation of the person who instructed them to carry out the work and James Lawrence. Employees should always put asbestos waste in a suitable and properly labelled sealed containers, in accordance with instructions from James Lawrence.
- 13.4 An Employee who uncovers hidden material or dust which s/he suspects may contain asbestos, must stop work immediately and contact James Lawrence who shall arrange for the material/relevant area to be inspected (and, if necessary, closed down) and for asbestos to be removed.
- 13.5 All asbestos removals shall be carried out under controlled conditions by an HSE licensed asbestos removal company. Whenever possible, wet stripping methodology will be employed for the removal of asbestos. Employees must not attempt to carry out asbestos removal under any circumstances.

14. Disposal of waste material

- 14.1 Workplaces, furnishing, fittings, floors, walls and ceilings should be kept clean. Waste should be disposed of regularly, in suitable receptacles.

14.2 Hazardous waste materials must be disposed of only in approved containers. Sharp objects should be wrapped and segregated before disposal.

15. Visitors

15.1 The responsibility for Visitors rests with the person who invited them. All Visitors shall be given safety information, instruction and training, protective clothing or other safety equipment as may be necessary and appropriate.

15.2 As far as reasonably practicable, the location of any Visitor with impaired mobility shall be known at all times to the person who invited the Visitor. Such a Visitor shall be accompanied by an Employee throughout the visit and shall not be taken above or below ground floor level (as far as this is reasonably practicable). For the purpose of this Policy, a person has impaired mobility if s/he cannot, without the assistance of someone else, use stairs to leave a building.

15.3 Every precaution must be taken to ensure that Visitors do not enter hazardous areas (unless they have written authorisation; they were informed in advance of the specific hazards; and they wear suitable protective clothing).

16. Children and young persons

16.1 Employees should not bring children to work, except with the prior written authorisation of James Lawrence (which shall be in his / her absolute discretion). An Employee who is authorised to bring a child to work, must keep him / her in close supervision at all times.

17. Smoking

17.1 It is JMCT 's policy to provide a working environment which is free from tobacco smoke. Consequently, JMCT operates a non-smoking policy in all offices (including single-occupancy offices), all enclosed communal areas such as corridors toilets and staircases.

17.2 For the avoidance of doubt, this non-smoking policy shall come into effect on the same date as the remaining parts of this Policy.

17.3 Employees are expected to comply fully with the provisions of this clause 13. Persistent non-compliance may result in disciplinary action.

18. Alcohol and substance abuse

18.1 Alcohol and drugs may have significant detrimental effects on individuals' health and safety at work. Employees must not consume any alcohol or drugs (including certain medication) whilst at work.

18.2 Employees who suspect or know that they have an alcohol or drug problem are encouraged to seek voluntary help. There are many organisations which can offer help, including but not limited to, Alcoholics Anonymous (0845-769-7555), Narcotics Anonymous (0207-730-0009 – national helpline) and Addiction (0207-251-5880 – national helpline). Alternatively, should they wish, Employees may discuss their problem in strict confidence with James Lawrence.

18.3 Managers and supervisors shall be given information and/or training to help them identify signs of alcohol or drug abuse.

18.4 An Employee who, it is suspected or recognised, has an alcohol or drug dependency problem will be given the opportunity to seek diagnosis and treatment. Provided there is evidence of a genuine desire to overcome the problem, the Employee may take time off work to receive appropriate treatment.

Certified absence from work in the course of such treatment shall count as sick leave. During any such treatment, the Employee may have to be re-deployed, to ensure his / her safety and that of other Employees / Visitors.

18.5 Alcohol and/or drug consumption or dependency may lead to disciplinary action where:

14.5.1 it exposes any Employee / Visitor to potential danger;

14.5.2 there is a risk of damage to any of JMCT 's plant, equipment, machinery or property;

14.5.3 an Employee's work performance is or could be impaired as a result of such dependency;

14.5.4 an Employee refuses to seek advice or accept treatment;

14.5.5 there are persistent problems or there was a one-off serious incident at work as a result of such consumption / dependency.

19. Work-related psychiatric illness and excess stress

- 19.1 Some stress at work is unavoidable and may have a positive effect. All reasonable measures have been and shall continue to be taken, however, to prevent the risk of work-related psychiatric illness and excess stress to Employees. Poor attitude, behaviour or work performance and increased sickness absence may indicate that an Employee is suffering from excess stress/ psychiatric illness.
- 19.2 An Employee who suspects that s/he may be suffering from a work-related psychiatric illness or excess stress, should inform his/her James Lawrence (or any other member of management whom the Employee feels comfortable to address) of this as soon as possible.
- 19.3 As far as reasonably practicable, JMCT shall take steps to alter any working conditions and arrangements or work load which are found to cause the Employee's psychiatric illness/excessive stress quickly and adequately.

Reasonable efforts shall be made to reduce the risk of future recurrence of such work conditions, arrangements or work load.

20. Violence, harassment and bullying

- 20.1 All reasonable security precautions have been and shall continue to be taken to prevent the risk of violence against Employees and of harassment or bullying of Employees at work. However, should Employees be subjected to violence, bullying or harassment at work, they are encouraged to report the matter to James Lawrence at the earliest opportunity, or to any other member of management whom they feel comfortable to address. Employees may then follow the relevant procedure set out in the Anti-Harassment Policy in force from time to time.
- 20.2 All complaints of harassment, bullying or violence shall be taken seriously and shall be investigated fully, promptly and objectively. As far as reasonably practicable, JMCT shall take steps to keep the Employee's identity and complaint, the identity of the alleged offender and the investigation, confidential. If the result of the investigation so merits, disciplinary action shall be taken against an offending Employee.

21. Health Surveillance

- 21.1 All Employees shall receive health surveillance, as necessary, having regard to the work they do and identified risks to health. In certain cases, this might be a pre-requisite for any job-offer and/or continuation of work. Records of all checks shall be kept as required by law.

Work Equipment

1. General precautions

- 1.1 Work equipment includes any machinery, appliance, apparatus or tool which is used by an Employee at work (e.g. hammer, ladder, drilling machine, photocopier, lifts and lifting equipment, dumper trucks and motor vehicle). It may include equipment not in JMCT 's ownership (e.g. equipment which is owned privately by an Employee). The use of any equipment which is not owned by JMCT must be authorised in advance by James Lawrence.
- 1.2 Incorrect and/or careless use of equipment can result in personal injury to any person and damage to property or equipment.
- 1.3 All equipment must be used with due care, for its intended purpose and in its intended conditions only. Equipment must be used in accordance with its instructions for use and any applicable directions and training (e.g. about the time and manner of use).
- 1.4 Where necessary, Employees shall receive information, instructions and training before they begin to use any equipment (and thereafter, if necessary). This shall include information etc about potential hazards; safe conditions and methods of use; use of protective equipment; possible emergencies and emergency action. Only trained and authorised Employees may use hazardous equipment. Use of hazardous equipment by unauthorised Employees may result in disciplinary action.
- 1.5 All equipment must be maintained in a safe and efficient condition and good repair. Storage and maintenance must be suitable for the specific equipment. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records shall be kept up to date.
- 1.6 Employees are required to report any fault/defect which they notice in any work equipment or safety device attached to it or any personal protective equipment to James Lawrence, immediately on discovering the said fault/defect. Equipment must not be used until defects/faults have been rectified (unless it has only minor defects which do not carry risk to health and safety and where Employees receive prior written authorisation from James Lawrence).

- 1.7 Where necessary, safety devices shall be attached to equipment (e.g. protective devices, markings or warnings). Equipment must be operated with or in accordance with any safety devices attached to it. Safety devices must not be removed, circumvented or otherwise tampered with. An Employee who removes, circumvents or otherwise tampers with a safety device may be subject to disciplinary action (including, where appropriate, dismissal).
- 1.8 Where appropriate, Employees shall be provided with personal protective equipment. Employees must use such equipment at all times when operating, working or being in the vicinity of the relevant equipment.
- 1.9 When buying new work equipment or disposing of old equipment, relevant legal requirements and product safety regulations shall be followed. For example, all new equipment must carry the CE mark or appropriate international kitemark.
- 1.10 Employees may not take any work equipment out of JMCT 's premises, except with the prior written authorisation of James Lawrence.

2. Personal protective equipment

- 2.1 Personal protective equipment appropriate for the risks involved and suitable for the job at hand and the particular Employee doing it shall be supplied and must be used at work whenever there is a risk to health and safety which cannot be adequately controlled by alternative means. Personal protective equipment must be used or worn in accordance with instructions for use and any directions and training given from time to time.
- 2.2 Any Employee whose work may involve for whatever period of time:
 - 2.2.1 falling or flying particles (e.g. through load lifting), dust, chemical or metal splash, projectiles, gas and vapour or radiation, shall wear goggles or face screens;
 - 2.2.2 falling or flying objects, risk of head bumping or hair entanglement, shall wear a helmet, bump cap, skull cap, hats or cape hoods as may be appropriate;
 - 2.2.3 excessive noise or sound pressure, shall wear adequate ear protection such as ear muffs or ear plugs;
 - 2.2.4 extremes of temperature, adverse weather, contaminated dust or spray from pressure leaks or spray guns, shall wear suitable overalls, boiler suits or other special protective clothing as may be appropriate;

- 2.2.5 abrasion, extremes of temperature, cuts, impacts, electric shock, vibration or skin infection or disease, shall wear gloves, gauntlets, mitts or armlets as may be appropriate;
 - 2.2.6 wet surfaces, slipping, cuts, falling objects, abrasion, metal and chemical splash or electric build-up, shall wear safety boots/shoes, gaiters, leggings or spats as may be appropriate;
 - 2.2.7 dust, vapour, gas or oxygen deficient atmosphere, shall use/wear breathing apparatus, filter face piece or respirator or air-fed helmets as may be appropriate.
- 2.3 In all cases, Employees must wear adequate footwear and clothing for their work / work area. Jewellery and loose clothing should not be worn when using or moving machinery and long hair must be protected by suitable headgear.
- 2.4 Personal protective equipment must be maintained and stored properly and in accordance with any relevant instructions (e.g. manufacturer's maintenance schedule). Any defects must be reported immediately on their discovery to James Lawrence.

3. Guarding (of Machinery)

- 3.1 Employees must not operate machinery without being in receipt of proper certified training. Where an employee is trained to operate certain machinery which is fitted with a guard, the employee shall ensure that the appropriate guard is fully operational and able to be sited and set at its correct safe position before any works are undertaken. Where appropriate, a guard may be required to be replaced after a machine has been re-set and operated only once the machinery has been examined by a suitable and adequate guard interlocking devices must never be defeated or tampered with.
- 3.2 Hazardous machinery must always be guarded in accordance with the British Code of Practice on Safe Use of Machinery (BS 5304: 2000).
- 3.3 Employees are required to report to James Lawrence any defect/fault which they notice in a guard/interlocking device and/or any missing guard or interlocking device as soon as they discover the problem.

4. Working at Heights (on-site operations)

(Ladders and other access equipment)

- 4.1 Only trained, experienced employees shall be permitted to work at heights and only after the provision of a suitable and sufficient risk assessment.
- 4.2 Ladders and other access equipment must be inspected regularly, including before and after use. If any defect is found, remedial action must be taken immediately and the ladder/access equipment must not be used until such remedial action has been completed. Metal and composite ladders and access equipment must be checked for corrosion and excessive wear, oxidation, distortion, cracking and twisting. The use of wooden ladders/access equipment should be avoided at all cost.
- 4.3 Whenever using a ladder, Employees must ensure that the ladder is placed securely to prevent it from slipping or falling. A ladder must stand level, on firm footing, at an angle of 75° (approximately 25 centimetres horizontal for each 1 metre vertical). The ladder must be supported to prevent undue swaying or sagging.
- 4.4 Ladders longer than 3 metres should be securely fixed at the upper end or, if this is not practicable, near the lower end. If neither of these is practicable, and the ladder is less than 6.5 metres long, a person must hold the ladder at its foot to prevent it slipping. Over-reaching and the carrying of loads should be avoided when using a ladder.
- 4.5 Any use of a ladder shall be kept to a minimum and shall be undertaken to achieve access to secure fixings for lifting purposes. The ladder shall be suitably footed by a competent person or securely tied in by proper and safe fixings. Only trained employees shall be permitted to work at heights following suitable training and such employees will be expected to wear suitable safety harness and fall arrester system. All such equipment shall be visually checked on each occasion for wear and tear prior to use and shall be subjected to regular statutory inspection.

5. Lifting Equipment

- 5.1 Lifting equipment includes any equipment used at work for lifting or lowering load/people and any attachment used for anchoring, fixing or supporting it. Examples include forklifts, lifts, cranes, chairs, ropes and slings.

5.2 Lifting equipment must be:

5.2.1 strong, stable and suitable for its particular use. Any load attached to lifting equipment shall also be suitable;

5.2.2 marked to indicate safe methods of use and safe working loads. Employees must operate equipment in accordance with its marking and must not load it beyond safe limits;

5.2.3 positioned or installed in such a way so as to prevent the risk of injury;

5.2.4 thoroughly examined before being used for the first time (where appropriate) with an appropriate report being drawn, if necessary;

5.2.5 thoroughly examined after installation or assembly and before being put to service, where safety depends on the installation or assembly condition;

5.2.6 inspected regularly and tested periodically as may be specified by law with an appropriate report being drawn (if necessary).

5.3 Any lifting equipment which is used to lift or carry people, must be suitable and safe for this purpose and must be marked accordingly. The equipment shall be tested and inspected regularly, as required by law.

5.4 All lifting operations must be carried out in a safe manner by Employees who are properly trained for the task. In addition, all lifting operations must be planned and supervised.

5.5 No Employee may ride mobile work equipment unless it is suitable for that purpose, incorporates all necessary safety features, and the Employee is properly trained for riding the specific equipment.

5.6 Only authorised Employees who are trained to the standards specified in the Approved Code of Practice "Rider Operated Lift Trucks – Operator Training" may operate forklifts.

6. Vehicles

- 6.1 Only trained, competent and authorised Employees may drive JMCT 's vehicles (including battery operated vehicles such as forklift trucks). Drivers must comply with all relevant and applicable legal provisions and requirements (whether driving on JMCT 's property or on any public road). Drivers must also familiarise themselves with areas which are not open to vehicles (e.g. where highly flammable liquids are stored or used).
- 6.2 Employees must never drive under the influence of alcohol or drugs (including certain medication) or if they consumed any alcohol up to 8 hours before the start of the journey. Employees are required to exercise due caution and common sense and avoid driving if not in fit state (e.g. because of physical pain or excessive tiredness).
- 6.3 Driving is limited to work-related activities, unless otherwise approved in writing and in advance by James Lawrence.
- 6.4 All transport-related accidents must be reported as soon as practicable to James Lawrence in accordance with the provisions of this Policy's section on Reporting of Accidents.
- 6.5 All fuel must be kept in appropriate storage.
- 6.6 An Employee who becomes aware of any fault or defect in any vehicle must report this immediately to James Lawrence. If the fault is potentially dangerous (e.g. in the braking system), the vehicle must be made incapable of use until fully repaired and all potential users must be made aware of the fault (e.g. through a visible notice on the vehicle saying "FAULTY VEHICLE – DO NOT USE").

7. Visual display screen equipment

- 7.1 Any Employee who uses display screen equipment for a significant part of his/ her normal work (for example, an Employee who on average and in total, uses a computer for 2 hours per day) ("VDU Employee") shall have his/her display screen equipment workstation assessed (and where necessary, adapted) to ensure that its design and layout will avoid visual fatigue and back, shoulder, neck, arms, legs and wrists aches. Adequate chairs, work surfaces and equipment shall be provided (e.g. footrest or back roll).

- 7.2 VDU Employees are encouraged to take periodical breaks from using the equipment (e.g. 10 minutes every hour).
- 7.3 On request, once a year, VDU Employees shall receive a voucher for (or be reimbursed on production of a receipt for the cost of) an eye and eyesight test by an approved optician. If an employee requires special corrective appliances for display screen work only and a normal appliance cannot be used, JMCT shall bear the cost of such basic appliance (e.g. the cheapest frame and basic lenses for glasses).
- 7.4 VDU Employees shall be given written information and guidance on the safe use of display screen equipment. If necessary, VDU Employees shall attend training on the safe use of display screen equipment. Any VDU Employee who wishes to get information relating to health and safety aspects of display screen equipment should contact James Lawrence.
- 7.5 Employees must switch off all monitors and display screen equipment at the end of their working day, to avoid the risk of fire.

8. Abrasive wheels

- 8.1 Abrasive wheels may only be mounted by trained, authorised Employees. When using abrasive wheels, an Employee must wear suitable eye protection; set the work rest correctly; ensure that all guards are in the correct position; and never exceed spindle speeds.

9. Welding

- 9.1 Any area where electric welding takes place must be suitably screened and ventilated to avoid the associated hazards of high ultra violet light and risks to eyes.
- 9.2 Some electric welding machinery involves the operator working in close proximity to a live electrode and the workpiece with a consequential risk of a serious electric shock (especially in confined or wet surroundings). Any workpiece and metalwork in contact with it must be earthed. The welding return lead should be placed as close as possible to the welding point. All welding leads should be fully insulated.

9.3 Employees must report immediately to James Lawrence any defective or poorly insulated welding lead and welding equipment. Defective/poorly insulated welding leads/equipment must not be used.

10. Compressed gas

10.1 Any Employee who uses gas cylinders must familiarise him/her-self with the British Compressed Gases Associations publications (CP4 and CP5), which are available on request. In particular, the materials from which any components of the system are made must be compatible with the gas used. In addition, gas cylinders must be handled gently and be secured to avoid them being knocked over accidentally. Gas cylinders should be used only with the correct fittings.

10.2 Wherever practicable, all gas cylinders should be kept in well ventilated areas outside buildings.

11. Paint spraying

11.1 Only suitably trained employees must carry out paint spraying in a suitably ventilated area and conduct the work in accordance with that training.

11.2 Any Employee who uses isocyanurate containing ("2-pack") paints must wear full protective clothing and airline-fed breathing equipment (PPE). Such an Employee shall be subject to regular health checks as well as a statutory inspection of the PPE.

12. Woodworking machinery

12.1 Only trained and authorised Employees may use woodworking machinery. Access to such machinery by other persons is forbidden and must be prevented.

12.2 Woodworking machinery must be suitable for the purpose for which it is being use and must have all necessary safety features.

Electricity and Electrical Equipment

1. General precautions

- 1.1 Anyone using electricity and electrical equipment must be aware of the risks of electrocution, electric shock, burns, fire and explosion. All precautions must be taken to reduce such risks. Assessment of all foreseeable risks of personal injury or death associated with work activities involving electricity has been undertaken and shall be reviewed as required by law and JMCT has devised safe systems for working with well-maintained electrical equipment.
- 1.2 Fixed electrical installations (including wiring and the socket outlet or isolator) shall be checked regularly to ensure that they are not dangerous. Electrical systems must not be interfered with. The fixed electrical installations and electric mains in JMCT 's premises are the sole responsibility of James Lawrence . No work shall be carried out on fixed installations and the mains without James Lawrence's prior written authorisation.
- 1.3 Switches, isolators etc must be labelled clearly with their current, voltage and equipment they supply where this is not obvious.
- 1.4 Employees must report any fault or defect which they notice in any electrical installation or equipment to James Lawrence as soon as they discover it. Defective installation / equipment must not be used until fully repaired.

2. Electrical equipment

- 2.1 All Electrical equipment must be safe and suitable for its intended use and must be used in accordance with manufacturer's instructions and information, instructions and (where appropriate) training provided or arranged by James Lawrence .

In particular:

- 2.1.1 electrical equipment must never be used with wet hands;
- 2.1.2 earth connections and screens must not be interfered with;
- 2.1.3 electrical equipment must be positioned safely and securely (e.g. not too close to walls and partitions and allowing for adequate ventilation and cooling);
- 2.1.4 conductors and liquid containers (e.g. a cup of tea) must be kept clear of all electrical equipment;
- 2.1.5 electrical equipment and the mains supply must not be overloaded.

- 2.2 All electrical equipment and their location shall be recorded in a designated book, to enable necessary tests to be made.
- 2.3 All electrical equipment will be visually inspected and tested regularly and should normally bear a record or sticker to show this. The results of testing shall be recorded. Out of date equipment must not be used.
- 2.4 Faults can occur between checks. Therefore, Employees should look out for and pay particular attention to the following potential faults / defects:
 - 2.4.1 damage to the insulating sheath around an electrical cable;
 - 2.4.2 damage to a plug;
 - 2.4.3 joints in the cable, other than due to proprietary cable connections;
 - 2.4.4 damage to the external casing of equipment;
 - 2.4.5 overheating (this may be evidenced by burn marks or discoloration to plugs, casing or cables);
 - 2.4.6 evidence of inappropriate use, e.g. if equipment is wet;
 - 2.4.7 any loose connections.
- 2.5 Employees must report any fault or defect which they notice in any electrical equipment to James Lawrence as soon as they discover it. Faulty or defective equipment should not be used until repaired. If electrical equipment cannot be repaired immediately, its power supply should be switched off and it should be isolated. All equipment shall have a means of isolation which is easily accessible and identifiable. The isolation point must be secured (e.g. by removing the plug) or, if this is not possible or cannot be done safely, by attaching a clear notice (e.g. "DO NOT USE – FAULTY EQUIPMENT"). Barriers must be used where necessary.
- 2.6 Only adequate replacement parts shall be used (e.g. double insulated parts for double insulated equipment).
- 2.7 Where possible low voltage cordless air, hydraulic or hand-powered tools should be used (especially for work outdoors).
- 2.8 Unless this is unavoidable and all suitable precautions have been taken to prevent injury, no-one should work on or near exposed live parts of electrical equipment. In any event, such

work must be authorised in advance by James Lawrence and must only be carried out in the presence of another person who must know what to do in an emergency. All necessary protective equipment must be used / worn.

- 2.9 Any conducting part of a system which could conceivably become live and yet be handled (e.g. external metal casing of an electric apparatus) must be earthed. All equipment designed with an earth shall be tested before being put into use, to ensure that it is properly earthed.
- 2.10 Employees who are in doubt about the use of any electrical equipment or who require advice in relation to any such use or equipment should contact James Lawrence.

3. Portable electrical equipment

- 3.1 The use of any portable electrical equipment which is not owned by JMCT must be authorised in advance by James Lawrence and the equipment must be tested regularly.
- 3.2 Portable equipment should be connected to the nearest socket outlet available. Special attention should be paid to the condition of any flexible cable and its termination at the portable equipment and plug. Where possible, double insulated equipment should be used.
- 3.3 All new portable electrical equipment should be of low voltage (and, where possible, cordless) or double insulated. If a 110 volt transformer is used, it must be centre tapped to earth.

4. Fuses and similar devices

- 4.1 When using any equipment, the smallest fuse compatible with it should be used, to protect the equipment and flexible cable and to reduce the risk of fire.
- 4.2 Employees must not replace fuses. Fuses shall be replaced only after the reason for the fuse blowing up has been ascertained and the cause remedied. Only proper cartridge fuses may be used for replacement.
- 4.3 A main board fuse must never be replaced.

4.4 Residual current devices (RCDs) shall be used in areas of hazard (e.g. where water has to be used near electrical equipment). Plug-in RCDs must be manufactured to BS7071.

5. Electrical cables

5.1 Flexible cables must be of the correct size for the load to be carried and must be sheathed with rubber or PVC. The outer sheath of every flexible cable must be firmly clamped to stop the wires pulling out of the terminals.

5.2 Flexible cables must not be used for voltages above 240 or a loading greater than 3 kilowatts. Cables must also be kept away from hot surfaces. Where contact with hot surfaces is inevitable, suitable insulation is obligatory. Twin core cables, such as bell wire and twisted flex must not be used on 240 volts.

5.3 All flexible cables must be examined frequently to ensure that they are free of damage and that earth continuity is maintained. Trailing, frayed and loose cables must be reported immediately, in order to be fixed.

5.4 Flexible cables of excessive length should not be used. In so far as this is practicable, there shall be sufficient socket outlets to avoid the need for long flexible cables or extension cables. Extension cables should be used with caution and must be joined by proper plugs and sockets.

5.5 In so far as possible, all cables must be:

5.5.1 kept clear of the floor or be protected to prevent heavy objects being placed or dropped on them or people walking or tripping over them;

5.5.2 protected where they pass over or round sharp objects or corners;

5.5.3 kept clear of radiators and pipework;

5.5.4 laid so as to avoid being trapped in doors.

5.6 Only one cable should be used from any single plug, except where 2, 3 or 4 way multiple sockets are available. But, in such case, the total load must not exceed 3 kilowatts.

6. Overhead power lines and electrified rails

- 6.1 **IT IS VITALLY IMPORTANT TO REMEMBER** that the crane's telescopic boom and associated steel cables and lifting equipment will act as a conductor when in contact with or potentially adjacent to any electrical cables. Electricity can flash from overhead power lines even if the power line is not touched by plant / equipment.
- 6.2 When working in proximity to overhead power lines, the owner of the lines should be asked in advance to switch the electrical supply off and confirm that all live supply and residual hazard has been properly and sufficiently isolated so as to prevent any risk of contact with a live conductor. Where the electrical supply to the overhead cables cannot be switched off and properly isolated so as to mitigate any live or residual electrical shock hazard, then all work must be carried out at a certified safe distance. Where this certification is not available prior to the works then all works must cease.
- 6.3 When working near electrified railways / tramways, the line or track operating company must be consulted in advance. Where the electrical supply to the overhead cables or supply to conductor rails cannot be switched off and properly isolated so as to mitigate any live or residual electrical shock hazard, then all work must be carried out at a certified safe distance. Where this certification is not available prior to the works then all works must cease.

7. Fire hazards

- 7.1 It is recommended to unplug equipment which is not in use. All equipment should be switched off and/or unplugged before cleaning or making adjustments. Where possible, tools and power socket outlets should be switched off before plugging or unplugging.
- 7.2 Only dry powder or carbon dioxide (CO₂) extinguishers may be used on electrical fires. ***Water and water-based extinguishers must never be used in case of an electric fire.***
- 7.3 In the event of fire, the fire alarm must be raised immediately and the Fire Procedure outlined below followed.
- 7.4 All electric incidents/accidents must be reported to James Lawrence in accordance with the procedure set out in this Policy's section on Reporting of Accident.

8. Electricity-related injuries

- 8.1 In the event of any person suffering electric shock, it is important to:
- 8.1.1 turn off the power and, if possible, isolate the supply;
 - 8.1.2 call Appointed Person(s) (who take charge in case of injury/illness) . Medical help must be called if the victim seems to be unconscious;
 - 8.1.3 not touch the victim, but try to move him/her out of contact with the live equipment using a non-conducting object such as a wooden broom handle (e.g. by moving the equipment). In so far as possible, the victim should not be moved.
- 8.2 All electrical burns (other than very minor and superficial burns) must be inspected by a qualified medical practitioner. Burns can be cooled with clean water and covered with a clean dry cloth or burn dressing.
- 8.3 All electricity-related injuries must be reported to James Lawrence in accordance with the procedure set out in this Policy's section on Reporting of Accident.

Solar & Other Types of Radiation Hazards

1. Optical radiation

- 1.1 Exposure to optical radiation should be restricted by use of shielding. Where shielding is difficult, e.g. because an Employee works outdoor in the sun, personal protective equipment should be used / worn. The exposure of other persons in the vicinity must be considered and, where necessary, avoided.

2. Ultra-violet radiation

- 2.1 Electric arc welding often involves sources of intense UV radiation which may damage eyes and skin. As much as possible, the work-piece or work area should be shielded and those working in the area should wear eye protection. Access should be restricted, in so far as possible, to prevent others from entering the area unprotected.

3. Microwave equipment

- 3.1 There shall be arrangements for periodic examination of radiation levels outside microwave ovens. Damaged microwave ovens must be labelled as such, their plug removed (where this can be done safely) and a notice attached saying "FAULTY OVEN – DO NOT USE"). A defective oven must not be used until fully repaired. Any fault / damage must be reported to James Lawrence.
- 3.2 No-one should look along the wave guide where a microwave apparatus is in use or examine a highly directional radiator at close quarters.

Emergencies

1. General precautions

- 1.1 In the event of an emergency, the fire alarm will sound and a designated Employee ("the Designated Employee") shall assume control, ensure the evacuation of all persons present to their assembly point(s), contact the emergency services when required and possible and ensure compliance with any relevant emergency procedure.
- 1.2 The paramount consideration in all cases of emergency is human safety. For the duration of any emergency, the Designated Employee has overall control. Employees and Visitors are required to co-operate with instructions given to them by the Designated Employee present in the scene and to use common sense. Employees and Visitors are advised not to rush or attempt to pass others when leaving the scene of an accident.
- 1.3 All exits and exit routes must be kept clear and must allow safe and free passage in the event of an emergency. Lifts should not be used in an emergency, except with the direction of a member of the emergency services.
- 1.4 It is the responsibility of James Lawrence, Managing Director to remind Employees of the correct emergency procedure at least once every calendar year.

2. Disabled Employees and visitors

- 2.1 It is the responsibility of R J Lawrence to be aware of any disabled Employee or Visitor in

his/her/their work area and in the event of an emergency, in addition to following the normal emergency procedure, to arrange for assistance for disabled Employees / Visitors and inform the Designated Employee of this.

- 2.2 Disabled Employees/Visitors with impaired mobility (i.e. anyone who cannot, without the assistance of another, use stairs to leave a building) who are on a ground floor should, in case of an emergency, wait until the initial rush is over and then evacuate the building. If such an Employee/Visitor is on another floor, s/he must inform at least two persons of his/her location as soon as an emergency occurs and ask them to inform the Designated Employee/emergency services. The Employee/Visitor should then proceed to a designated protected escape area which will be separated from a fire by fire-resisting construction and await assistance (protection lasts at least 30 minutes). The Employee/Visitor may ask someone to stay with him/her whilst waiting for assistance. Should a disabled Employee/Visitor have to be evacuated and this is safe, the power to the lift will be restored. Otherwise, the Employee/Visitor shall be evacuated through the building or by the stairs by the emergency services.
- 2.3 Employees/Visitors with impaired hearing who cannot hear the fire/emergency alarm must inform James Lawrence about this and avoid working in isolated areas. If such an Employee/Visitor must work alone, s/he must ensure that someone knows where s/he is and will inform him/her in case of an emergency.

Fire Precautions and Procedure

1. Precautions measures

- 1.1 All Employees and Visitors are required to familiarise themselves with the position of fire alarms, telephones and fire extinguishers nearest to them and their place of work and of all exits and routes to emergency exits of the building(s) in which they work or which they visit.
- 1.2 In addition, Employees are required to know the sound(s) of JMCT 's fire alarm system and understand its / their meaning. The fire alarm system shall be tested weekly and the results recorded in a designated book.
- 1.3 All areas have been and shall continue to be appraised periodically for risks from fire and all necessary preventive action shall be taken.

- 1.4 All exits and exit routes must be kept clear and must allow safe and free passage in the event of fire. Corridors and staircases should not be used as working or storage areas. All exit doors should be able to be opened easily and immediately from within (in the direction of escape) and without the need for a key. Fire doors must be kept closed at all times, except when actually used or when large items have to be moved through them.
- 1.5 Emergency routes and exits shall be indicated by clear signs and, where necessary, shall be illuminated.
- 1.6 Fire alarms, detectors and extinguishers shall be inspected, tested and maintained regularly as appropriate to ensure that they are in an efficient state and working order and in good repair.
- 1.7 The fire evacuation procedure will be exercised at least once every calendar year in coordination and with the approval of James Lawrence. The exercise will be reviewed by James Lawrence and a report compiled. Employees and Visitors must comply with the fire evacuation procedure on hearing a fire alarm. Failure to do so may result in disciplinary action.

2. In the event of fire

- 2.1 Any Employee / Visitor who discovers fire is required to shout "FIRE" and activate the nearest fire alarm and Contact James Lawrence. Fires should only be tackled if it is safe to do so; there is a clear escape route; there are fire extinguishers of the appropriate type; and the Employee / Visitor is trained and confident in use of fire extinguishers. Employees should not tackle fires larger than a burning wastepaper basket. If the Employee / Visitor considers it unsafe to tackle the fire, s/he should evacuate the premises immediately by the shortest possible route, go to his / her designated assembly point and report to the Designated Employee.
- 2.2 An Employee / Visitor who hears the fire alarm should leave the building immediately and report at his / her assembly point. If there is time, Employees should close all doors and windows. Employees and Visitors must not stop to collect personal belongings. Employees / Visitors should not use lifts unless instructed to do so by the emergency services. An Employee / Visitor who is in a lift when the fire alarm sounds should stop at the next floor and get out.

- 2.3 Employees and Visitors must remain in their assembly point (or move to any other area when directed by the Designate Employee or emergency services) until authorised to re-enter buildings.
- 2.4 On completion of evacuation, the Designated Employee must be able to confirm that all Employees and Visitors evacuated the premises and / or whether there are any remaining Employees and Visitors within the premises and, if so, their identity.
- 2.5 Every event of fire shall be reported to and recorded in writing by James Lawrence (immediately after the event) who shall report this to the Health and Safety Executive, as required by law. Any fire outbreak may be investigated and suitable procedures and / or arrangements put in place to prevent the future occurrence of similar incidents.

3. Fire extinguishers

- 3.1 Prompt and correct use of fire extinguishers can prevent a fire from spreading. The correct type of fire extinguisher must be used, to avoid increased risk and danger to the operator. Training in use of fire extinguishers may be arranged through James Lawrence.

Water and water-based extinguishers must never be used on electrical fires.

- 3.2 A water type (silver, red or silver band or label on red) extinguisher should be used for all carbonaceous materials (e.g. wood, paper, fabrics etc). A foam type (cream/cream band or label on red) extinguisher should be used on carbonaceous material and flammable liquids (e.g. petrol or oil). Carbon dioxide (black/black label or band on red) extinguisher or a fire blanket should be used on all electrical fires, flammable liquids and gasses, solvents, petrol, oil and similar materials. A dry powder (blue / blue band or label on red) or halon (green / green band or label on red) extinguisher can be used on all fires.

Bomb Alert Procedure

1. Anyone receiving a bomb threat or discovering a suspicious object / vehicle should inform the emergency services on 999 immediately and remain in the vicinity and make him/her-self known to the first security personnel arriving on the scene.
2. If a bomb threat is received, it is important to try to:

- 2.1 get answers to the questions “where is the bomb”; “what time will it go off”; “what kind of a bomb is it”; “why are you doing it”; and “do you have a code word”;
 - 2.2 assess the gender, age group, accent and state of mind (e.g. intoxicated or irrational) of the caller;
 - 2.3 identify any noticeable background noise / distraction (e.g. traffic);
 - 2.4 assess whether the call is from a public, mobile or private telephone.
3. If a suspicious object or vehicle is identified / found, it is important to:
- 3.1 note its exact location and easily recognisable identifying features (e.g. registration number, name markings);
 - 3.2 advise those present in the immediate vicinity to clear the area and remain at a safe distance;
 - 3.3 detail in one’s mind why suspicion was aroused.
4. ***Under no circumstances should anyone touch a suspicious object or vehicle.***
5. Mobile phones and radio transmitters must not be used near a suspicious object / vehicle.

Emergency First Aid Treatment

1. It is the responsibility of James Lawrence to maintain adequately stocked first aid boxes; obtain (or make arrangements to obtain) first aid supplies; select and provide training to Appointed Person(s) (who take charge in case of injury / illness) and post a full list of their location and internal phone numbers and the location of first aid box(es) on the noticeboard in tea room .
2. First aid box(es) are located Strategically in each building room. All Employees are required to familiarise themselves as to the exact position of the first aid box nearest to them and the name of the person responsible for it. Mobile Employees shall carry with them a first aid kit suitable for treating minor injuries.
3. Where necessary, Appointed Person(s) (who take charge in case of injury / illness) shall be called to the scene of an accident / incident where they will assess the situation quickly and safely; call for appropriate help (and if suitably trained and certified give early, appropriate

and adequate treatment in a sensible order of priority); arrange for any injured person to be taken to hospital, see a doctor or go home (as appropriate); and ensure that an accident / incident report is completed and returned to James Lawrence and that any Accident Book is filled in. Unless there is an imminent threat to life, an injured person should not be moved except by the ambulance service or a suitably qualified person.

Reporting of Accidents –

Including RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 – HSE Publication **INDG453** refers)

1. Any accident at work or in connection with work (whether involving an Employee, Visitor or other person, whenever and wherever it occurs on JMCT 's premises) must be reported **immediately** and fully to James Lawrence (first verbally and then in writing) who shall arrange for the accident to be investigated and for a written report to be prepared.

2. It is the responsibility of James Lawrence to report to the HSE's Incident Contact Centre or local office of the Health and Safety Executive the incidents described in clauses 2.1-2.4 below, in the manner prescribed by law (See below **How to Report**):
 - 2.1 any accident (whether involving an Employee, Visitor or other person, whenever and wherever it occurs on JMCT 's premises) arising out of or in connection with work and resulting in death or major injury (e.g. amputations, most fractures and major dislocations; temporary or permanent loss of sight; serious injuries from electrical accidents; most injuries leading to loss of consciousness; acute illness which results from exposure to harmful substances or biological agents; injuries following an assault at work);

 - 2.2 any accident (whether involving an Employee, Visitor or other person, whenever and wherever it occurs on JMCT 's premises or designated site operations) arising out of or in connection with work and resulting in injury requiring hospitalisation for more than 24 hours or any other injury which results in an Employee being absent from work for more than 7 days (not including the day the accident giving rise to the absence occurred); (it is noted that all such absences exceeding 3 working days and up to 7 working days shall still be recorded but are no longer reportable since changes to RIDDOR effective from 6th April 2012);

 - 2.3 any dangerous occurrence (whether involving an Employee, Visitor or any other person, whenever and wherever it occurs on JMCT 's premises). Examples of dangerous occurrences include (but are not limited to) collapse, overturning or lift / lifting equipment failure; electrical short circuit or overload causing fire or explosion; unintended collapse of any building or structure under construction, a wall or floor in

a work place; explosion or fire causing suspension of normal work for over 24 hours; accidental release of a substance which may damage health;

2.4 any reportable work-related disease which an Employee suffers (e.g. occupational dermatitis, skin cancer or acne; lung diseases such as occupational asthma and asbestosis; infections such as hepatitis, tuberculosis and tetanus; occupational cancer and hand-arm vibration syndrome).

3. Every report (to James Lawrence and to the Incident Contact Centre / Health and Safety Executive) must include the date, time and place of injury, disease or occurrence; personal details of those involved and a brief description of the nature of the event / disease.

How to Report

- On-line www.hse.gov.uk and complete the appropriate on-line form (you will receive a copy for the record)
- Telephone – all incidents can be reported on line but a telephone service remains for reporting **FATAL** and **MAJOR INJURIES** only. Call the incident Contact Centre on :-

0845-300-9923 (opening hours Monday-Friday 8:30 a.m. to 5:00 p.m.)

4. Record of any reportable injury, disease or dangerous occurrence shall be kept by James Lawrence in the appropriate Accident Book for at least 30 years from the date of the record.
5. All accidents or significant near misses must be reported and all such shall be fully investigated as demanded by law. The results of the investigation will be used to ensure that the relevant Method Statement is, where necessary, amended to reflect any change to the future safe system of work.