

# **James King (Plant) Ltd**

## **HEALTH AND SAFETY POLICY**

**Northampton Road,  
Blisworth  
Northampton NN7 3DW**

**31<sup>st</sup> May 2024**

## **INTRODUCTION**

This policy statement relates to James King (Plant) Limited overall approach and policy to the management of health and safety at work.

James King (Plant) Limited is a safety conscious company which sets itself high standards and encourages ownership of health and safety from everyone. The company's policy aim is to ensure compliance with current health and safety legislation and also continually improve its performance by aspiring to achieve "best practice" at all times. Nothing is so important that we cannot find the time to undertake all of our site-based activities safely, "Safety First" shall always be our priority. Achieving these values will ensure the health, safety and wellbeing of all its own employees and anybody else who may be affected by their work activities, in particular our labour workforce and any customers and clients we are working with.

James King (Plant) Limited aims to provide a safe and healthy environment for all its employees and visitors. In order to achieve this aim, it is necessary that the full support and co-operation of all users of the premises be willingly given. Health and Safety is the responsibility of all individuals, and their recognition of this responsibility is crucial.

Our objectives are to prevent all work-related injuries and ill health wherever possible and to establish safe working practices throughout all areas.

We acknowledge that it is the duty of James King (Plant) Limited to take all necessary steps to ensure that all plant and equipment is maintained in a safe condition and that James King (Plant) Limited premises are free of defects that may affect the safety or health of those using them.

It is, therefore, James King (Plant) Limited policy to comply with all statutory requirements concerning Health and Safety, both in practice and spirit. However, it is the duty of all employees and other users of James King (Plant) Limited premises to take all necessary precautions to protect themselves and others from injury, which may arise from their actions, and everyone is to abstain from any act which could endanger others.

### **Aims of the Policy**

The aims of this policy statement are to set down the broad approach which James King (Plant) Limited will take towards the management of health and safety in the workplace. These include:

- Reinforcing James King (Plant) Limited commitment to the provision of a healthy and safe environment for all its employees
- Setting down a framework for risk assessment
- Reminding all employees, visitors, contractors, and other persons acting on behalf of James King (Plant) Limited of their responsibilities in terms of health and safety at work issues
- Providing advice, information and training relating to all aspects of health and safety to all employees, visitors and contractors, as necessary

## **SECTION 1 - GENERAL STATEMENT**

James King (Plant) Limited is fully committed to meeting its responsibilities under the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated protective legislation both as an Employer and as a Company.

The main responsibility for health and safety lies with the Directors. However, everybody working for James King (Plant) Limited shall take responsibility to ensure that risks in their workplaces have been assessed, controlled and regularly reviewed so that the likelihood of injury or ill health is minimised. Any sub-contractors working for James King (Plant) Limited will be required to carry out their activities in a safe manner that is equal to our standards or better. We will always follow the Safe Systems of Work of the Clients we are working for or aim to achieve higher standards.

To comply with its statutory and common law duties, James King (Plant) Limited has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of James King (Plant) Limited.

Company employees agree, as part of their contract of employment, to comply with their individual duties under both the Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 and will co-operate with James King (Plant) Limited to enable it to fulfil its health and safety duties under the Act.

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, James King (Plant) Limited has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive in addition to its statutory duty to provide an Accident Book. James King (Plant) Limited will comply with its duties towards employees under the Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, so far as is reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work and a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventive/protective measures.
- Provide employees with health surveillance where necessary
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary

Effective two-way communications is essential at all levels within the workplace, everybody is encouraged to participate in all Health, Safety and Wellbeing discussions. As part of this process, all accidents and near misses must be reported immediately, and discussed to prevent or learn from mistakes. As Directors we will consult with the workforce regularly whilst monitoring and reviewing the current safe systems of work that have been implemented to protect the Health, Safety and Welfare of all site workers and anyone else who could be affected by our work activities. The policy will be reviewed and amended where required at intervals not exceeding twelve months.

**Name: SAM KING**

**Position: Managing Director**

**Signed:**



**Dated: 31st May 2024**

## **DUTY OF CARE**

As the Directors we will do all that is within our powers to ensure the health, safety and welfare of all employees and other workers, but it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee or sub-contractor to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any person.

The Health and Safety at work etc. Act 1974 imposes certain duties of care on different groups of people in the workplace. As an employer I shall ensure provision of the following is provided to our workers:

- Safe plant and systems of work
- A safe means of using, handling, storage and transportation of articles and substances
- Safety information, instruction, training and supervision
- Systems to ensure the health and safety competence of our employees and any contractors
- A safe place of work with a safe access and egress
- A safe working environment at all times
- Safety of people not employed but affected by our undertaking

James King (Plant) Limited employees and contract labour must:

- Care for their own safety
- Care for the safety of anyone affected by their work
- Co-operate with the Directors to ensure legal obligations are met
- Not misuse or interfere with anything provided for work or in the interests of safety at work
- Inform the Director and relevant fellow employees about any health and safety issues adversely affecting their work
- Follow any Safe Systems of Work that either James King (Plant) Limited or our Clients provide

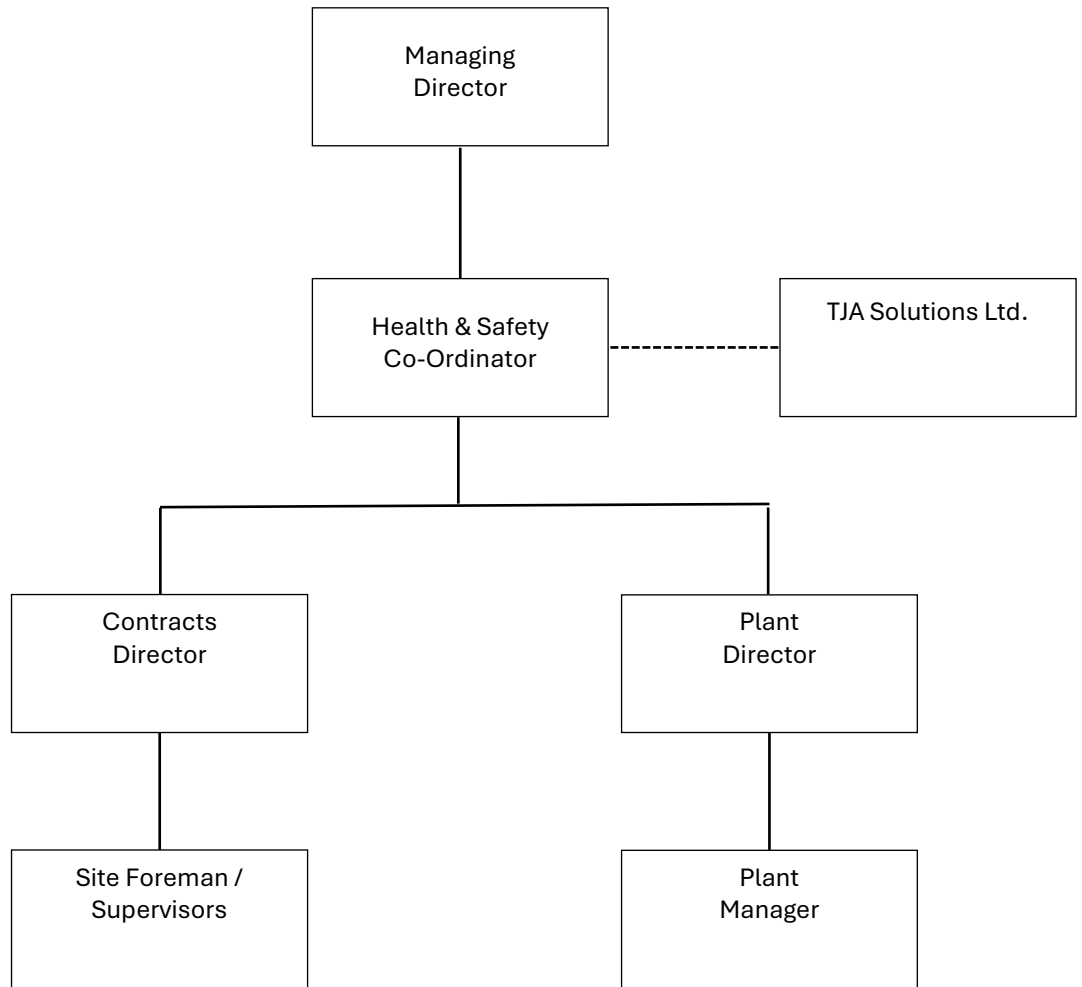
James King (Plant) Limited is committed to consult with all employees upon any matters of health and safety having a significant effect in accordance with current legislation. This Health and Safety Policy has been prepared and shall be brought to the attention of all personnel working for James King (Plant) Limited to ensure that total commitment is given to the prevention of accidents and ill health on our sites and places of work.

The document contains the proactive actions relating to the work, plant, equipment and procedures of the company. If any of these actions cannot be answered satisfactorily, stop and inform one of the Directors, Management Team or Site Supervisor immediately.

Please retain this document and refer to it on a regular basis, make sure you are aware of your duties and responsibilities for Health and Safety.

## SECTION 2 – ORGANISATION

### Health & Safety Management Structure



# Responsibilities

## Directors

The Directors have ultimate responsibility for ensuring that James King (Plant) Limited fulfils its legal responsibilities, that policy objectives are achieved, and that effective systems and mechanisms are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.

The Directors will also ensure that Company policies are reviewed as appropriate in order to ensure continuing compliance with current legislation and any changes in the law. To these ends, The Directors will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

The Directors will ensure they have access to a competent person to assist James King (Plant) Limited in undertaking and safeguarding the measures it needs to take to comply with the requirements and prohibitions imposed upon it by or under the relevant statutory provisions.

The Directors are responsible for implementing James King (Plant) Limited Health and Safety Policy, encouraging and assessing in developing safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

The Directors will also ensure that employees under their control are adequately trained and receive the support they need to perform their duties.

In particular, the Directors are responsible for implementing and monitoring health & safety procedures within James King (Plant) Limited and ensuring that:

- This policy is implemented and communicated to all necessary personnel.
- Suitable and sufficient risk assessments are carried out for all tasks & activities, and that those risk assessments are reviewed periodically or when circumstances change.
- Safe methods of working are developed and implemented.
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel.
- All hazardous substances are identified, assessed and the appropriate precautions implemented.
- All new equipment is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed.
- Induction training is provided to all employees prior to commencing work for James King (Plant) Limited.
- All necessary personal protective equipment is provided, maintained and replaced as necessary.
- All employees are provided with training, instruction and supervision appropriate to their role and responsibilities.
- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of employees, visitors, clients, contractors, and other persons who may be affected by James King (Plant) Limited' activities.
- Adequate first aid arrangements, training and equipment are in place.
- All accidents and dangerous occurrences are reported in accordance with statutory requirements & Company policy and are fully investigated.
- Adequate welfare facilities are provided, maintained and cleaned.
- Ensure as far as is reasonably practicable that once work is started it is carried out as planned and that account is taken of changing and unforeseen conditions as works proceed; It shall be carried out in accordance with the CDM Regulations and other appropriate statutory requirements
- Ensure that there is a liaison on health and safety matters between the company and others
- Ensure adequate resources are provided for health and Safety
- Arrange for adequate funds and facilities to meet the requirements of the Company Policy

## **The Directors will also be responsible for:**

the development and co-ordination of the health and safety programme. These responsibilities will include:

- To develop and agree the health and safety programme which will include a programme of health and safety training for employees.
- To ensure that the Health & Safety Policy and other key documents are reviewed and revised as required.
- To identify health & safety policies, practices & procedures in consultation, and communicate such to other mmanagers & employees.
- To provide health & safety reports and information.
- To ensure that all statutory tests, inspections and maintenance of safety systems, installations & equipment at the premises are carried out and that adequate records of such are retained.
- To ensure that adequate emergency procedures are developed & maintained, and that all persons with designated emergency responsibilities are provided with adequate information, instruction & training.
- To liaise with statutory bodies, enforcing authorities and emergency services as necessary.
- To ensure that all reportable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- To ensure that adequate guidance, assistance & support is provided to managers & employees in matters of health & safety.

## **Health & Safety Consultant**

James King (Plant) Limited will appoint an external Health & Safety Consultant to assist the company in undertaking and safeguarding the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health & Safety Consultant will advise the Directors and all Managers regarding:

- Ensuring James King (Plant) Limited is aware of statutory obligations and recommended Codes of Practice.
- Formulating, developing and maintaining health & safety policies, both for existing activities and new activities.
- How the organisation can promote a positive health & safety culture and secure the effective implementation of the health & safety policy.
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- Review of performance and audit of the health & safety programme.

## Supervisors / Department Heads

All Supervisors / Department Heads will ensure that arrangements for the health and safety of their staff, employed within their function, are made known, maintained and reviewed whenever there is a change of operation or location.

Supervisors / Department Heads are accountable to the Director for implementing James King (Plant) Limited Health and Safety Policy, encouraging and assessing in developing safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

They must also ensure that employees under their control are adequately trained and receive the support they need to perform their duties.

In particular, Supervisors / Department Heads are responsible for implementing and monitoring health & safety procedures within their area of responsibility and ensuring that:

- This policy is implemented and communicated to all necessary personnel.
- Where required deliver inductions, check and take copies relevant training qualifications. Ensure no-one operates plant and equipment who does not hold the relevant training certificate or competency card
- Suitable and sufficient risk assessments are carried out for all tasks & activities, and that those risk assessments are reviewed periodically or when circumstances change.
- Safe methods of working are developed and implemented.
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel.
- All hazardous substances are identified, assessed and the appropriate precautions implemented.
- All work equipment is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed.
- Induction training is provided to all employees upon commencing work for James King (Plant) Limited.
- All necessary personal protective equipment is provided, maintained and replaced as necessary.
- All employees within their area of responsibility are provided with training, instruction and supervision appropriate to their role and responsibilities.
- Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them
- Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety
- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of employees, visitors, clients, contractors, and other persons who may be affected by James King (Plant) Limited' activities.
- Set a personal example by wearing the correct personal protective equipment and by carrying out your own work in a safe manner.
- Warn other employees or anyone else who may be affected of particular known hazards
- Always arrive at work fit for work and not under the influence of any drugs or alcohol. If taking any prescription medication this must be reported to the Director & Principal Contractor's Site Manager
- All accidents and dangerous occurrences are recorded and reported to the Health & Safety Manager
- Where appropriate, accidents, incidents & near misses are investigated, and that reasonably practicable arrangements are implemented to prevent re-occurrence.
- Ensure adequate welfare facilities are provided, maintained and cleaned.



## Employees / Subcontract Labour

All Employees & Subcontract Labour are responsible for ensuring that:

- Read and understand the Company's Health and Safety Policy and carry out work in accordance with its requirements
- Carry out all duties to ensure compliance with relevant standards of Safety, Health, Environment and Quality.
- Maintain relevant CSCS and or CPCS qualifications required to hold their position
- Use the correct tools and equipment for the job, keep all work equipment in good condition
- Wear the correct personal protective clothing and equipment provided by the company and ensure that this is suitably maintained
- Never start work on any site without first being provided with an induction and familiarise yourselves with any task specific Risk Assessments. If you do not understand anything then you must ask
- Report immediately any defects to plant or equipment
- Always Work in a safe manner, never take unnecessary risks which could endanger yourself or others
- If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of shutters, always keep good standards of housekeeping; clear up as you go along, etc.
- Do not use plant or equipment for work for which it was not intended or if you are not trained/authorised to use
- Warn other employees or anyone else who may be affected of known hazards
- Do not play dangerous or practical jokes or engage in 'horseplay' on any site
- Report any injury to yourself which results from an accident at work, even if the injury doesn't stop you from working
- Always Liaise with the Managing Director with regards to Health & Safety, where possible co-ordinate with others to suggest safer methods of working
- Never deviate away from the agreed safe method of working stipulated in the risk assessments or method statements
- Always arrive at work fit for work and not under the influence of any drugs or alcohol. If taking any prescription medication this must be reported to the Principle Contractor's Site Manager
- They cooperate with James King (Plant) Limited in meeting its statutory duties
- They take reasonable care of themselves and others who may be affected by their acts or omissions
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety
- They attend and take note of any health and safety training provided, including induction training
- They use any Personal Protective Equipment provided, ensure that such equipment is maintained in a condition fit for that use, and report any defects immediately to management
- All accidents, dangerous occurrences and near misses are immediately reported to their line manager
- They are fully conversant with all fire, emergency and first aid procedures applicable to the area in which they are working
- Where an employee identifies any condition, which in his or her opinion is hazardous, the situation is immediately reported to their manager

## **Visitors**

Visitors and other users of the premises are required to observe James King (Plant) Limited Health & Safety Policy, including the appropriate fire, emergency & first aid procedures, along with any specific instructions from duly authorised representatives of James King (Plant) Limited.

All visitors to James King (Plant) Limited premises are required to sign in on arrival and sign out again on departure, even if only leaving the premises for a short period.

Visitors who observe or become aware of any hazardous conditions or circumstances are requested to advise their host as soon as possible in the interests of the health & safety of employees, visitors & contractors.

In the event of an incident or emergency, all visitors should comply with instructions from their host and / or duly authorised representatives of James King (Plant) Limited.

## **Contractors**

Contractors are responsible for complying with the relevant statutory duties placed upon them by the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other applicable Regulations.

This responsibility includes ensuring that all employees & sub-contractors are competent to carry out their work safely, and in accordance with the relevant standards & statutory requirements.

Contractors are also responsible for complying with any instructions regarding health & safety from duly authorised representatives of James King (Plant) Limited.

Contractors are responsible for assessing the risks associated with their work on behalf of James King (Plant) Limited, and the methods to be used to eliminate those risks or reduce them so far as reasonably practicable.

Contractors should provide adequate information to James King (Plant) Limited regarding these risks and the methods used to control them.

## **SECTION 3 - ARRANGEMENTS**

### **Risk Assessments**

The Director will ensure that all Supervisors / Department Heads carry out suitable and sufficient assessments of the risks for all areas and tasks within their area of responsibility at James King (Plant) Limited. Where requested, the Health & Safety Consultant will provide consultation, assistance, guidance and support in the carrying out of these assessments.

Such risk assessments will be reviewed periodically, or where there are significant changes to circumstances or activities.

Appropriate safe systems of work, including method statements and safe operating systems, will be developed by managers, based upon the findings of their risk assessments, and communicated to all necessary employees, contractors & visitors within their area of responsibility.

<b>Safety Arrangements</b>	<b>Managing Director</b>	<b>Health &amp; Safety Co-Ordinator</b>	<b>Contracts Director</b>	<b>Plant Director</b>	<b>Plant Manager</b>	<b>Site Foreman</b>
Management of Health and Safety at Work	✓					
Risk Management		✓	✓		✓	✓
Accident, Incident and Near Miss Reporting and Investigation	✓	✓	✓	✓	✓	✓
Health and Safety Induction, Consultation, Information, Instruction and Training of Employees	✓	✓	✓	✓	✓	✓
Disciplinary Procedures	✓	✓	✓	✓	✓	✓
Safe Systems of Work and Working Procedures		✓	✓			✓
Fire Safety and Other Emergencies		✓				✓
First Aid		✓				✓
Welfare and the Working Environment		✓				✓
Alcohol, Drugs and Solvent Abuse		✓	✓	✓		✓
Control of Contractors and Visitors		✓				✓
Slips Trips and Falls		✓	✓	✓	✓	✓
Electrical Safety		✓				✓
Asbestos		✓				✓
Manual Handling		✓				✓
Workplace Transport		✓			✓	✓
Occupational Driving		✓			✓	✓
Control of Substances Hazardous to Health (COSHH)		✓			✓	✓

<b>Safety Arrangements</b>	<b>Managing Director</b>	<b>Health &amp; Safety Co-Ordinator</b>	<b>Contracts Director</b>	<b>Plant Director</b>	<b>Plant Manager</b>	<b>Site Foreman</b>
Personal Protective Equipment		✓			✓	✓
Provision and Use of Machinery, Plant and Equipment		✓		✓	✓	
Noise at Work					✓	✓
Abrasive Wheels					✓	
Gas Cylinder Storage and Use					✓	
Lifting Equipment and Operations		✓			✓	✓
Pressure Systems and Equipment		✓			✓	
Racking and Storage Equipment					✓	
Hot Work, Welding and Flame Cutting					✓	
Hand Tools					✓	✓
Display Screen Equipment (DSE)		✓				
WRULD (Work Related Upper Limb Disorders)		✓			✓	✓
Smoking at Work		✓				✓
Occupational Health/ Health Surveillance		✓				
Working at Height		✓			✓	✓
Permit to Work						✓
Construction Design Management (CDM)		✓	✓			
Lone Working		✓			✓	✓
Control of Electromagnetic Fields		✓			✓	
New and expectant Mothers		✓	✓			
Young Persons		✓	✓		✓	✓

## Accident and Near Miss Reporting and Investigation

Any accident or injury at work must be reported to the relevant Supervisor immediately and then a member of the Management Team. Depending on the severity or incident potential, this will determine the course of action that will be followed. The aim shall always be to find out what happened; why it happened and what can be implemented to prevent reoccurrence. The company does operate a “No Blame Culture” but it will not tolerate deliberate non-compliance of company procedures in the workplace.

All injuries must be recorded in the company Accident Book. If working on another companies' premises, then their accident reporting procedures shall be adhered to. If an incident or accident occurs that falls under the RIDDOR Regulations 2013 then one of the Directors will complete form F2508 and submit to the HSE electronically. The external Health and Safety Consultant shall assist in accident investigations when asked to do so.

Near miss accidents also need to be reported to the Directors / Management team in the same way as an injury accident. Just because there isn't an injury, this does not mean that this is not an incident and should be classed as 'a near miss'. This means that the work system or equipment may need to be altered, to aid the prevention of there being a recurrence which may become an injury accident:

- Notify the Managing Director who will carry out an investigation to look at what can be done to prevent reoccurrence
- Remedial actions to be implemented as required
- Operatives to be advised of any changes required to the method of works

All staff are responsible for reporting accidents to their immediate Supervisor

An Accident Book will be retained at all premises occupied by, or under the control of, James King (Plant) Limited

All accidents are to be recorded in the relevant Accident Book.

## Asbestos

James King (Plant) Limited will seek information regarding any Asbestos Containing Materials (ACM's) within premises occupied by, or under the control of, James King (Plant) Limited and take appropriate measures to protect employees, visitors, clients, contractors, and other persons who may be affected by James King (Plant) Limited' activities from unsafe exposure to ACM's within those premises.

Where necessary, employees will be provided with adequate training to ensure that they are aware of the properties of asbestos and its effects on health; the types, uses and likely occurrence of asbestos and ACMs in buildings and plant; the general procedures to be followed to deal with an emergency; and how to avoid the risks from asbestos.

James King (Plant) Limited will develop adequate procedures for the discovery of any previously unknown suspected ACM's and emergency procedures for the disturbance of suspected ACM's which may have resulted in the release of asbestos fibres into the air.

Contractors working on premises occupied by, or under the control of, James King (Plant) Limited will be provided with adequate information regarding the location and type of any known ACM's on the premises and will be required to take all necessary precautions to prevent the disturbance of known and previously unknown ACM's.

All Contractors' staff working in areas or premises where there is a reasonably foreseeable presence of ACM's will be required to have received adequate asbestos awareness training, and to report any previously unknown ACM's to James King (Plant) Limited as soon as practicable.

## **Abrasive Wheels / Cut off Saws**

Abrasive wheels & Cut off Saws will only be used to cut through materials such as metal, concrete, masonry and asphalt, and will only be used provided that the appropriate blade is fitted. No person can mount an abrasive wheel unless:

- They have been trained to mount and use abrasive wheels
- They have undergone Abrasive Wheel / Cut off Saw training
- They are competent to undertake the work

Wheels / Cutting discs will only be changed and mounted upon disc cutters by persons who have been trained. All damaged and defective abrasive wheels will be discarded, and under no circumstances should they continue to be used. Impact grade eye protection, ear defenders and where dust is generated FFP3 grade dust masks must be worn. All cutting operations involving concrete; asphalt; dust omitting substances will require the use of dust suppression water bottles.

## **Alcohol & Drugs**

As a responsible organisation James King (Plant) Limited is committed to operating and providing a working environment which is safe and free from hazards to health arising from the misuse of drugs, alcohol or solvents.

- We will not knowingly allow any person under the influence of drug, alcohol or solvent misuse to continue working, or place themselves or others at risk
- We expect all persons to take reasonable care of themselves and others who could be affected by their actions while at work or when driving a motor vehicle on a road or other public place
- We will not knowingly permit the supply of any controlled drugs, the smoking of cannabis and the consumption of alcoholic drinks or certain other activities to take place at any workplace

The company is committed to management of health and wellbeing, if requested we will provide any worker with general information about the effects of drugs, alcohol and solvents on health and safety. We reserve the right to carry out random testing and where undisclosed misuse comes to our attention and, or performance is impaired, disciplinary action will be taken. If it is thought that anyone is under the influence of alcohol or drugs, and they refuse to be tested they will be asked to leave site immediately. Anyone asked to carry out a Drugs and Alcohol test on a construction site must undertake the test and not refuse. Any refusal could result in dismissal from site.

## **Contractor Competence and Control**

James King (Plant) Limited will seek to identify suitable contractors through competence checks and selection procedures. James King (Plant) Limited will ensure that any health and safety hazards within the area of work are communicated to contractors.

All Contractors selected to carry out any work on behalf of James King (Plant) Limited should be made aware of the standard of health and safety management that is expected of them. All Contractors will also be required to supply James King (Plant) Limited with a copy of the relevant risk assessments and method statements or approval prior to commencing work on Company premises.

## **Control of Substances Hazardous to Health (COSHH)**

James King (Plant) Limited will identify all substances hazardous to health, including those that are used, handled, transported & stored, and ensure that where applicable Manufacturers Safety Data Sheets (MSDS) are obtained for them. Where reasonably practicable, hazardous substances will be avoided or substituted by a less hazardous alternative.

James King (Plant) Limited will arrange for COSHH Assessments to be carried out for all substances hazardous to health. Adequate precautions will be implemented to eliminate or reduce the risks from hazardous substances, including the provision of Personal Protective Equipment (PPE) and approved safe storage.

Assessment findings will be conveyed to employees. Employees will be provided with information, instruction & training regarding hazardous substances they use as part of their work. Employees must comply with the assessment findings and where necessary, wear the appropriate PPE.

## Confined Spaces

A confined space is any enclosed space, above or below ground, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well, or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.

Examples of confined spaces include:

- ducts, vessels, culverts, tunnels, boreholes,
- manholes, shafts, excavations, sumps,
- inspection pits, cofferdams,
- buildings, building voids, enclosed rooms (plant rooms),
- compartments within rooms, cellars,
- enclosures for the purposes of asbestos removal,
- interiors of machines, plant or vehicles.

**CONFINED SPACES MUST NOT BE ENTERED BY UNTRAINED PERSONS, ALL CONFINED SPACE ENTRIES MUST BE MANAGED WITH A “PERMIT TO ENTER” ISSUED AT THE POINT OF ENTRY BY A COMPETENT & TRAINED CONFINED SPACE SUPERVISOR / MANAGER.**

Wherever reasonably practicable, entry into confined spaces will be avoided by carrying out the work from outside the confined space, or by using remote equipment.

If entry into a confined space is unavoidable, the relevant Supervisor / Department Head will ensure that a suitable & sufficient risk assessment is carried out; that a safe system of work is developed & communicated to all necessary personnel; that adequate training, instruction & supervision is provided to all necessary personnel; and that adequate emergency procedures are in place before the work commences.

## Consultation

The Directors and senior Managers will make arrangements for regular meetings or other necessary means to facilitate consultation with employees at all levels regarding health & safety.

This consultation will involve a combination of formal and informal consultation, such as Health & Safety Team meetings, departmental meetings and discussion groups, as well as encouraging individual consultation between James King (Plant) Limited and employees where appropriate.

Communication with employees whose first language is not English will be carried out using one or more of the following methods.

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you
- Use an interpreter; this may be a trained work colleague
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues

## Construction Design & Management Regulations (CDM 2015)

The company will comply fully with the requirements of the regulations in respect of the duties of a sub-contractor or worker as and when required to do so. In order to meet our obligations, we will operate the following procedures:

- Make sure the client is aware of the client duties under CDM 2015 Regulations
- Plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- Check that all workers we employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them (Competence)
- Provide appropriate supervision, information and instructions to workers under our control
- Ensure that no work commences on site unless reasonable steps have been taken to prevent unauthorised access
- Ensure suitable welfare facilities are provided from the start for workers under our control

Site specific safety rules relevant to individual projects shall be set out within the CPP will be adhered to by our workers. The rules will be those indicated by the client in the pre-construction information pack as well as those identified by the site management team in order to assist in the safe management of the project

### Control of exposure to Silica Dust

Certain activities create dust containing respirable crystalline silica (RCS) such as: grinding, drilling, cutting, sanding, chiselling, mixing and handling, shovelling dry material

In workplaces, the following can happen leaks or spillages cause a build-up of dust containing RCS; dust containing RCS is not cleaned up safely, e.g. by dry sweeping rather than wet cleaning; clothing and surfaces are contaminated with dust containing RCS; accumulated dust containing RCS is 'raised' from the ground or other surfaces by moving vehicles and people; fine dusts remain in the air from work activities.

By breathing in RCS, you could develop the following lung diseases:

**Silicosis:** Silicosis makes breathing more difficult and increases the risk of lung infections. Silicosis usually follows exposure to RCS over many years, but extremely high exposures can lead rapidly to ill health.

**Chronic obstructive pulmonary disease (COPD):** COPD is a group of lung diseases, including bronchitis and emphysema, resulting in severe breathlessness, prolonged coughing and chronic disability. It may be caused by breathing in any fine dusts, including RCS. It can be very disabling and is a leading cause of death. Cigarette smoking can make it worse.

**Lung cancer:** Heavy and prolonged exposure to RCS can cause lung cancer. When someone already has silicosis, there is an increased risk of lung cancer.

The health risks from RCS are insignificant when exposure to dust is adequately controlled – you do not need to become ill through work activities.

PHA Groundworks shall where necessary, provide you with personal protective equipment; maintain all equipment used as control measures in good working order; instruct and train you to use equipment properly, and tell you about health risks; monitor to ensure that controls are effective and that the WEL for RCS is not exceeded, (this may include measurement of the dust levels in your work area); where appropriate arrange health surveillance.

All of our works must:

- Follow all safe working procedures, including cleaning procedure
- Use controls such as dust extraction as you were trained to do
- Wear protective clothing properly. Those persons wearing dust masks make sure that they are wearing the right type of respirator for the job; you have a face-fit test for a tight-fitting respirator, to ensure it fits properly – you need to be clean shaven for this tight fit type of respirator to work effectively
- Be trained to use, check and clean the respirator
- The filters or disposable respirators are changed regular
- Must ensure the equipment is stored in a clean, dust-free place
- Tell your supervisor or employer if you find any defects, or your respirator does not fit, is dirty or its filter is old



## Control of Wood Dust

James King (Plant) Limited is aware that hardwood dust can cause respiratory illness or cancer and will therefore put in place extraction and filtration systems to remove and contain dust for safe disposal at source. All wood dusts have a workplace exposure limit of 5mg/m<sup>3</sup>.

Portable power tools will be selected to provide suitable extraction and filtration. Where this is not possible, portable extraction, containment and filtration will be made available. Suitable arrangements will be made for the safe disposal or recycling by a licenced waste management contractor.

Where wood dust cannot be fully extracted and contained, personnel are required to wear suitable dust masks to EN149 FFP3. External advice may be sought on appropriate mask filtration requirements. Personnel are aware of the hazards of wood dust and will not spread any residue dust by sweeping or blowing by air line. All cleaning works will be by vacuum, containment and sealed disposal.

## Diseases

Certain industrial related diseases must be reported but only if they are associated or linked to the work that the employee completes. After notification via a doctor's medical certificate, the Company has to report these issues forthwith (ASAP) via the online form F2508A. This online form will normally be completed by the Managing Director at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

Example industrial reportable diseases

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

## Display Screen Equipment

James King (Plant) Limited will ensure that all 'Users' of Display Screen Equipment (DSE) are identified; that they are provided with adequate guidance and information; and that they have completed a display screen assessment form. Copies of all display screen assessment forms will be retained in the relevant personnel files.

DSE assessment forms should be reviewed, and necessary action taken to make the workstation safe for the user. All users should be given a copy of the guidance on the safe use of display screen equipment.

## Electricity

James King (Plant) Limited will ensure that all fixed and portable electrical installations and equipment is tested, inspected and maintained by competent persons in accordance with the Electricity at Work Regulations 1989 and other relevant legislation and standards.

All permanent and temporary electrical power systems will be designed and installed by a competent electrical contractor who will provide a test certificate upon completion of the installation. All systems and appliances must be tested, inspected and commissioned before being made available for use, with regular and routine maintenance after that.

All systems, cables and equipment will be sufficiently insulated and provided with adequate earth. All systems will be provided with means of protecting against excess current, such as Residual Current Devices (RCD's).

All workers should carry out visual inspections of any electrical appliances before they use them and report any defects to their manager immediately.

## Excavations

If excavations are to be undertaken close to known live utility apparatus, the relevant utility company will be contacted, and site plans will be requested. Where excavations are required the risk of collapse will be assessed and suitable methods employed to prevent persons from being struck by a dislodgement of soil. All excavations dug over 1 metre deep must either be battered back to a safe angle or the sides supported by:

- Battering the sides of the excavation to a safe angle of repose.
- Stepped excavations provided that the vertical and horizontal steps are suitably sized so as not to cause a hazard.
- The use of trench boxes, manholes boxes, drag boxes, trench sheets and trench struts or manhole braces to name but a few available types of system.

Never work in excavations unless the sides are adequately supported, and it is considered safe to enter by a competent person.

All excavated spoil, materials for backfilling and tools and equipment will be positioned a suitable distance away from the excavation in order to ensure that they do not fall in, even accidentally.

Excavations will be kept free of water by the safe use of pumps and any other means necessary. Water from excavations must not be pumped directly into road gully's drains or any form of surface water sewer.

All excavations shall be protected by suitable barriers. Such barriers must be strong enough to prevent a person falling into the excavation should they fall against them. Barriers will be positioned far enough away from the edge of the excavation so that anyone working in the excavation is not struck by falling material etc. A suitable safe means of access and egress will be provided for all excavations and will be secured against movement. Where it is necessary to tip material into an excavation, suitable means such as a 'stop block' will be provided to prevent any vehicle being used from over running into the excavation. All excavations shall be visually inspected every day before any works commence and support systems shall be examined by a competent person at least every seven days. The results of such examinations will be recorded in a register of inspections.

## Emergency Procedures

James King (Plant) Limited will develop, maintain, and review as necessary procedures to be followed in the event of emergencies or serious and imminent danger to employees and other persons affected by its activities.

## First Aid

James King (Plant) Limited will ensure via risk assessment that there is adequate first aid cover for all areas of work.

James King (Plant) Limited will ensure that there is a sufficiently trained first aider on any site that we work on. If an injury or illness occurs employees or other workers should raise the alarm immediately. Adequate first aid equipment should always be available. If anyone has an accident on site and loses consciousness or if the injury is serious or if you have any doubt about the injured or ill person's condition, call an ambulance immediately. In general terms the responsibility for providing suitable first aid cover does fall under the Principal Contractor.

- Never move a seriously injured or ill person unless danger threatens, or resuscitation is necessary. Do not put yourself in danger when trying to help an injured person
- Any casualty should be kept as comfortable as possible, kept warm and protected with coats or blankets. Never offer food or drink
- Unconscious casualties should be placed on their side in the recovery position
- If there is serious bleeding, apply direct pressure and ensure the limb is elevated to try and stop the bleeding. Burns should be cooled with clean water, preferably under a cold tap for ten minutes

First Aiders and Appointed Persons will be provided with adequate training through suitably competent and approved organisations. First Aiders and Appointed Persons will be responsible for the maintenance of the First-Aid boxes and their replenishment.

## Fire Safety

James King (Plant) Limited will develop and maintain procedures to minimise fire risks within premises occupied by, or under the control of, James King (Plant) Limited.

James King (Plant) Limited will ensure that suitable and sufficient Fire Risk Assessments are carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005 at all applicable premises occupied or managed by James King (Plant) Limited, and that all necessary procedures, equipment and installations are implemented to reduce fire risks as low as reasonably practicable.

James King (Plant) Limited will ensure that all necessary fire precautions are in place and that all fire safety installations and equipment is checked, tested, serviced and maintained in accordance with the relevant British Standards. Records will be retained for future reference. All employees are instructed that it is an offence to tamper with, misuse or obstruct any equipment supplied for firefighting purposes.

James King (Plant) Limited will ensure that adequate Fire Marshals are appointed for all applicable premises, and that adequate training is provided to carry out the role effectively.

Staff will be provided with adequate information and instruction regarding the fire precautions for their area, which will be refreshed at least annually, or when there are significant changes to circumstances.

Staff should comply with all fire precautions applicable to their area of work and report any hazardous circumstances to their Supervisor / Department Head as soon as practicable.

- Do not allow unnecessary combustible material to accumulate in the workplace
- Do not wedge or hold open fire doors
- Do not store flammable substances indoors and ensure that where necessary suitable storage facilities are provided
- Only smoke in the designated areas, do not discard butts or matches into rubbish bins. Do not discard combustible rubbish into ashtrays or cigarette bins
- Never leave any flammable substances outside overnight unless they are locked away and stored in an appropriate container
- Ensure electrical equipment is properly connected and not left switched on unnecessarily
- When carrying out hot works a "Hot Work Permit" must be issued at the place of work by the Principal Contractor, two appropriate fire extinguishers must be available within arm's reach at all times
- If involved in helping to set up a site, a fire escape route must be planned and everyone who attends site must be made aware of the relevant emergency procedures
- Never smoke in company vehicles, it is illegal
- If anyone discovers flames, smoke or abnormal heat they should: Shout FIRE, ensure anyone close to you is made aware; Call the emergency services by dialling 999
- Only if safe to do so and you have been trained, attempt to extinguish the fire using fire extinguisher if you can do so without risk to yourself
- Leave the affected area by the nearest and safest route

All new extinguishers are red – look for the colour of the sign and read the label to ensure you know what it contains

Type	Colour Code / Band	Use on:	Do not use on
Water	Red	Paper, Wood & Textiles	Electrical equipment Flammable liquids
Dry Powder	Blue	Multi Use	
Carbon Dioxide	Black	Electrical Equipment	Paper, Wood & Textiles
Foam	Cream	Paper, Wood & Textiles Flammable liquids	Electrical Equipment

## Gas Safety

James King (Plant) Limited recognises the hazards and risk associated with the use of compressed gas cylinders. James King (Plant) Limited will ensure that all compressed gas cylinders are secured upright using chains or straps. The company will ensure that when gas cylinders are not in use, they are stored in well ventilated areas away from combustible materials and separated from other cylinders. Gas cylinders will be stored where they are not vulnerable to hazards caused by impact, e.g. from vehicles such as forklift trucks.

James King (Plant) Limited ensure that gas cylinders are only moved using purpose-built trolleys and that only staff who are suitably trained are permitted to use gas cylinders. New employees having received training will be closely supervised.

James King (Plant) Limited will ensure that all gas cylinders, including any attachments are inspected visually prior to use. The company will ensure that all gas cylinders are examined and tested in accordance with relevant regulations.

## Good Housekeeping

Clean, tidy and uncluttered workplaces help reduce the risk of injury to anyone working or visiting site. Everyone must work together to keep the working area and surrounds free from obstructions and trailing leads where possible:

- All tools and equipment shall be stored away at the end of each working shift in a safe and secure area
- All rubbish must be placed in appropriate bins or skips for the correct type of material being disposed of
- Broken glass or any other sharp object must be disposed of carefully and never left exposed
- Storage of any combustible material must be kept to a minimum in the workplace and stored outside in locked containers
- Diesel/Petrol or any other flammable liquids must be stored separately away from anything that may produce a spark. This area or container should be labelled or marked so it is easily identifiable. Spilt liquids should be cleared up immediately
- Scaffolding should always have toe boards to prevent items falling off
- Heavy or awkward shaped items should never be stored on high shelves
- Safe access and egress will always be maintained. Walkways must be kept clear of loose materials, tools, plant etc.
- Mud and spillages must be cleared away. Grit/salt will be available in icy conditions to treat walkways. All dusty areas will be kept damp and swept clean regularly to ensure dust levels are maintained at a low level

## Hot Work

Hot work can be defined as any process which requires the use of open fires, flames and work involving the application of heat by means of tools or equipment. This includes the unintentional application of heat, for example by the use of power tools or hot rivets or hot particles from cutting or welding operations, falling onto and igniting flammable material or flammable vapours.

Hot work may include welding, flame cutting, grinding etc.

James King (Plant) Limited will ensure that:

- Permits to work are used to ensure that safe hot work procedures are followed.
- All employees/ engineers are fully conversant with all necessary fire precautions,
- All combustible material that could be affected by hot work is removed or suitably protected.
- Flash-back arrestors are fitted to all oxygen and fuel gas regulators.
- Gas cylinders are properly secured.

## Hand Arm Vibration Syndrome (HAVS)

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of Vibration White Finger (VWF) injury which is one of the more common forms of HAVS. The company will ensure that staff are not subjected to excessive vibration through power tools etc. The company will endeavour to source low vibration tools and limit individual exposure to such tools. The company will also provide adequate information, instruction and training to its staff and contractors on the risks of HAVS.

HAVS is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools or by holding materials being processed by machines such as pedestal grinders.

James King (Plant) Limited will:

- Assess risks to the health of employees from HAV; Adequately control and manage these risks.
- Provide suitable equipment for employees' use.
- Maintain equipment correctly
- Give employees information and training on health risks and safe use of equipment.

## Health & Safety Training

James King (Plant) Limited will ensure that all employees are provided with adequate information, instruction & training to enable them to carry out their role safely.

Health & Safety training will include instruction regarding:

- The Health & Safety Policy and their responsibilities within it.
- Their responsibility to take reasonable care of themselves and others who may be affected by their acts or omissions.
- Information regarding significant hazards at James King (Plant) Limited, and the precautions in place to eliminate those hazards, or the risks arising from them.
- The importance of following risk assessments & method statements, and of using any equipment, substance or safety device provided by James King (Plant) Limited in accordance with any training or instruction provided.
- The importance of using any Personal Protective Equipment provided, ensuring that such equipment is maintained in a condition fit for that use, and that any defects are reported immediately to management.
- The procedures for reporting accidents, dangerous occurrences and near misses.
- Fire & emergency procedures applicable to the area in which they are working.
- The requirement to report any condition, which in his or her opinion is hazardous to their immediate Supervisor / Department Head.

Health & Safety training will be refreshed periodically, or when there are significant changes to circumstances or activities.

## Hygiene

All employees must take responsibility for their own hygiene, they shall ensure that hands are washed after working and before eating or smoking. Food shall only be consumed in the van or designated areas, eating food on sites is forbidden. Smoking shall only be allowed in a designated area. Food waste and wrappers shall be disposed of in the relevant waste bin or taken home after each working shift.

The Managing Director shall be responsible for ensuring that adequate welfare facilities are always provided on site for all James King (Plant) Limited site workers.

## Induction

James King (Plant) Limited will ensure that all new employees are provided with induction training appropriate to their role. Employees transferring to a new role within the organisation will be provided with induction training appropriate to their new role / location.

Induction training will include:

- Overview of James King (Plant) Limited Health & Safety Policy.
- Responsibilities and lines of reporting relating to health & safety.
- Information regarding the hazards and risks associated with the role.
- Procedures for serious and imminent danger e.g. fire.
- Safe systems of work such as Permits to Work and Method Statements.
- Accident reporting procedures and First Aid arrangements.
- Procedures for consultation in matters of health & safety.

Records will be retained of all inductions in the relevant personnel files.

## Lifting Operations & Lifting Equipment

All lifting appliances, including cranes, forklift trucks, hi-abs, excavators, hoists and the like will be used in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER).

All lifting equipment shall be thoroughly examined within the past 6 or 12 months, respectively. Lifting equipment will be hired in as and when required.

All lifting gear is to be visually inspected prior to each use for signs of damage or wear and any damaged items will be taken out of use. Lifting gear will only be used for its intended purpose and is not to be loaded above its safe working load. All lifting equipment will be inspected every 7 days by their users and the results of the inspection entered onto a weekly register of inspections. All lifting appliances will only be operated by competent persons who have attained the age of 18. Lifting appliances will be clearly marked with the safe working load and will not be used to lift loads greater than the specified safe working load.

Where excavators are used as cranes, slings will only be attached to properly designed and constructed lifting points which have been specified with a safe working load. All ropes, chains, slings, hooks, shackles etc. used for raising and lowering loads shall be marked with their safe working load and a means of identification. They will have been tested and thoroughly examined at the time of manufacture and certificates of tests will be kept with the equipment.

## Lone Working

Lone workers are defined as those who work alone without close or direct supervision. Examples of lone working activities within James King (Plant) Limited include:

- Persons meeting with Clients,
- Persons delivering items / stock,
- Persons travelling to & from, or working on remote sites,
- Persons opening or closing premises at the start and end of the working day,
- People working outside normal hours e.g. evenings and weekends,
- Mobile workers, and those working away from their normal location

Where reasonably practicable, measures will be taken to avoid lone working through the organisation of work routines and practices. Where it is not possible to avoid lone working, the risks will be assessed for circumstances where employees are required to work alone, and suitable arrangements will be put in place to minimise the risks.

Lone working risk reduction measures include:

- Training and instruction for staff who are likely to work alone,
- Periodic visits and/or contact by telephone or mobile radio with persons working alone,
- Checks that Lone Workers have returned to their base or home at the end of a task.

## Manual Handling

Where reasonably practicable, hazardous manual handling activities will be avoided through the use of task design and / or mechanical aids.

Where manual handling is unavoidable suitable assessments of the risks will be carried out, and safe working practices and systems will be developed and implemented to eliminate, reduce or control manual handling risks.

Staff who undertake manual handling tasks will be provided with guidance and instruction regarding the safe working practices and manual handling techniques to be followed, taking into account:

- **The TASK:** The nature of the manual handling task to be carried out
- **The INDIVIDUAL;** The capabilities and limitations of the individual(s) carrying out the task
- **The LOAD:** The weight, shape, stability and other physical characteristics of the load to be moved.
- **The ENVIRONMENT:** Environmental factors likely to affect the manual handling activity, such as floor surfaces, obstacles, changes in levels, lighting and noise.

## New and Expectant Mothers

Although not a legal requirement, it is important that female employees inform James King (Plant) Limited in writing as soon as possible that they are pregnant, have given birth in the previous six months or are breastfeeding.

James King (Plant) Limited may request, in writing, a certificate from a registered medical practitioner or a registered midwife confirming the pregnancy.

If James King (Plant) Limited receives written notification from an employee that she is pregnant, has given birth within the previous six months or is breastfeeding, they will conduct a specific risk assessment for her. The assessment will consider any advice provided by the woman's GP or Midwife on her health.

If any risks are identified then James King (Plant) Limited will take reasonably practicable actions to remove, reduce or control the risk.

The assessment will be reviewed regularly throughout the pregnancy and when the new mother returns to work.

## Noise

Loud and excessive noise at work can cause irreversible hearing damage. Hearing problems due to noise exposure can be experienced by being in the vicinity of noisy tools and equipment and not just when operating it.

To ensure compliance with the Noise at Work regulations 2005, whenever there is significant noise (85db or over), or an employee is in a location where persistent noise is present, suitable and sufficient hearing protection must be worn. As a rule of thumb, if normal conversation cannot be carried out on two metres away from the source of the noise, then this noise level is likely to exist.

James King (Plant) Limited will take all reasonably practicable measures to comply with the Noise at Work Regulations 2005, and to prevent or reduce risks to health and safety from exposure to noise at work.

James King (Plant) Limited will assess the risks to employees from noise at work and, where applicable:

- Take action to reduce the noise exposure that produces those risks,
- Provide employees with hearing protection if the noise exposure cannot be sufficiently reduced by using other methods,
- Make sure the legal limits on noise exposure are not exceeded,
- Provide employees with information, instruction and training,
- Where necessary, carry out health surveillance where there is a risk to health.

**Where possible, noise will be reduced at source through the use of noise-efficient equipment, or through enclosure or other noise-reducing measures.**

The action levels consider a person's daily exposure to noise, taking into account the different activities they undertake in a typical day, as well as any noisy and quiet periods. Action will be taken to reduce employee exposure to noise to as low a level as possible.

Lower Action Value 80 dB(A) - Carry out noise survey and record it; inform employees of the danger of working in noisy areas; provide suitable hearing protection; train employees in the use of hearing protection

Upper Action Value 85 dB(A) - Reduce noise levels, so far as is reasonably practicable, by engineering means; highlight noise zones with signage e.g. ear defenders must be worn; provide and ensure use of hearing protection; inform / train employees in use of hearing protection

- Ear defenders shall be readily available to anyone who is expected to work in a noisy environment or using power tools which are emitting significant noise over (80db(A) or over)
- Try and keep noise to a minimum where possible
- Always protect yourself and minimise noise pollution for those who may be close by and affected by your activities
- If you are not using the noisy piece of equipment but someone close by is it can still affect you.

Remember the 2-metre rule, if you have to shout when you are 2 meters away from the person you are speaking to then you need hearing protection.

Advice and assistance shall be requested from the Client, Managing Director, Manufactures or the external Health & Safety Consultant where required.

## Occupational Illness

The prevention of any work-related illness and exposure to harmful substance is the aim of James King (Plant) Limited. Some work may from time to time may have potential to involve exposure to hazardous substances or materials. Suitable risk assessments shall be undertaken, and relevant information requested from the customer or supplier before any work shall be allowed to commence. No-one shall be allowed to undertake any work without the relevant experience/training, instruction, supervision and adequate task specific PPE. Exposure to some substances that may contain a "Sensitiser" may cause occupational Dermatitis or Asthma. Always ensure COSHH assessments are in place and followed. If anyone undertaking work on behalf of James King (Plant) Limited suspects their health may have been affected or accidentally exposed to hazardous substances, then the Managing Director must be notified immediately. Early recognition of problems and subsequent adaptation of work processes and working environment will prevent serious ill health effects developing.



## Occupational Road Risk

Safe driving is vital to those of us who drive to and from our work locations on company business. We are committed to providing a safe place and systems of work to eliminate and minimise risks wherever possible. Employees who are required to travel alone and the risk associated with driving must be addressed alongside the risks of lone working. Where our employees are required to travel distances in excess of 2 hours, we will consider providing a second driver to share the duties or consider overnight accommodation.

Work related hazards include:

- Driving in poor weather conditions
- Driving for long periods
- Vulnerability of driving alone
- Driving in unfamiliar areas
- Vehicle breakdowns
- Reversing when there is poor visibility
- Load safety where goods, tools, parts etc. are being carried
- When planning your journey always check the weather conditions first, do not travel during adverse weather unless absolutely necessary
- **DO NOT DRIVE UNDER THE INFLUENCE OF DRINK OR DRUGS**, it will seriously affect your judgement.
- Ensure the vehicle seat and ergonomics are comfortable before setting off
- If it is necessary to carry loads in the vehicle get help to load and ensure they are secure, always spread the load evenly over the axles
- Always drive within the speed limits and follow the Highway Code
- Do not give lifts to strangers or hitchhikers
- Never use a mobile phone whilst driving unless it is connected to a hands-free device. Even with a hands-free device fitted it is safer to pull over before making or answering a call
- Regularly check lights; tyres; wiper blades; coolant levels etc.
- If an accident or breakdown occurs whilst traveling stay calm, ring the emergency or break down recovery services
- Always ensure that your mobile phone is working and charged before making any journeys

## Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is defined as all equipment (including clothing affording protection against weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health & safety. Examples of PPE include:

- Protective headwear
- Gloves
- Eye protection
- Face masks
- High-visibility clothing/ overalls
- Safety footwear
- Hearing protection

James King (Plant) Limited will ensure that PPE is provided free of charge wherever there are risks at work that cannot be adequately controlled in other ways. James King (Plant) Limited will ensure that all PPE is:

- Properly assessed before use to ensure that it is suitable,
- Maintained and stored correctly,
- Provided with instructions on how to use it safely,
- Correctly used by employees.

Employees will be provided with information and instruction regarding the correct use of all PPE issued to them.

Employees have a duty to:

- Use any PPE provided to them in accordance with the instructions provided,
- Report any loss or defects, return any PPE to the appropriate place after use.

## Safety Inspections

James King (Plant) Limited will arrange for active monitoring of health and safety standards to be carried out as appropriate.

The Health & Safety Consultant will ensure that workplaces are routinely inspected for defects and that any such defects are rectified as soon as practicable, or that suitable measures are taken to ensure that employees, visitors, clients, contractors and members of the public are not exposed to risks arising from those defects.

## Safe Use of Electrical Equipment

All electrical tools used on sites must either be 110 Volt or battery operated. Pre-user checks must always be undertaken to ensure that there are no obvious defects. e.g. damaged cables, broken switches/plugs, signs of overheating

All defects shall be reported immediately, if you consider anything to be in a dangerous condition, do not use it. Electrical equipment should be switched off, preferably at the socket when not in use. At the end of each day all electrical equipment shall be packed away and stored in a dry secure area.

All hired equipment must be provided with relevant inspection / calibration certificates.

## Safe Use of Tools and Equipment

Hand tools must only be used for their intended purpose, they should never be misused. When not in use they shall be stored in a clean dry area. All employees and sub-contractors shall receive adequate information; training where required and have access to relevant manufacturer's instructions. For certain items of plant or power tools, proof of formal training will be required before being allowed to use. E.g. Any abrasive wheel; Nail Guns etc.

- Workers must not operate any mechanical tools or plant when unfit to do so owing to illness, fatigue or medication
- Adequate PPE must be worn when the risk assessment identifies. e.g. Adequate impact protective eyewear when there is a risk of flying debris when using abrasive wheels; Ear defenders when using noisy tools
- Portable ladders must be maintained in good order and pre-user checks carried out before use
- Everyone should inspect tools prior to use to check for damage. Any defects must be reported immediately, and the tool not used until repaired
- Ensure you have copies of operator instructions and are familiar with the item of work equipment
- Ensure protective devices, markings and warnings are clearly visible
- Never remove guards or override safety devices that have been put in place to ensure safety to the operator

## Site Traffic Management Plan

All workers must follow and use the designate Traffic / Pedestrian Management Plan applicable to the site. Traffic and Pedestrian routes and crossing points should be highlighted on the Traffic Management Plan and brought to everyone's attention during the site induction.

Where designated pedestrian routes are provided these must be adhered to at all times to travel around site on foot.

The plan should also identify the fire assembly point in case of emergency. The Site Manager / Supervisor / Foreman should show you the whereabouts of the canteen, toiler, storage areas, loading and unloading areas.

## Skin Protection

Skin cancer is the most common cause of cancer in the UK and is an occupational hazard for people who work outdoors. The company advises all employees to cover all limbs during the summer and prohibits the wearing of shorts. T Shirts must be worn with long sleeved trousers as a minimum.

## Slips & Trips

James King (Plant) Limited will ensure, as far as reasonably practicable, that floors and walkways are suitable for their purpose, in a good condition, well illuminated and free from obstructions.

James King (Plant) Limited will arrange regular visual inspections of workplaces and take appropriate remedial action to reduce risks. Workers should not cause slip or trip hazards, should clear any spillage that they make and should wear suitable footwear while at work. Staff should report any defects or slip / trip hazards to their Supervisor / Department Head as soon as practicable.

## Smoking

It is our policy that all workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises within the workplace, this includes company vehicles. Anyone working for the company shall always be expected to observe the company and site-specific rules. It is illegal to smoke in any vehicle with anyone under 18 present. If anyone is seen smoking in the workplace or a company vehicle, please ask them to stop.

## Stress at Work

James King (Plant) Limited recognise that we have a duty of care to prevent, so far as reasonably practical, ill health due to physical and psychological causes present in the workplace. Stress is the adverse reaction people have to excessive pressure or other types of demands placed on them. A controllable level of pressure is healthy and leads to improved motivation, job satisfaction and performance. In contrast excessive pressure can lead over a period of time to ill health such as heart disease, anxiety and depression.

Our aim is to provide a working environment in which no individual suffers unduly from stress.

The Health & Safety Executive define stress as; "the adverse reaction people have to excessive pressure or other types of demand placed upon them".

James King (Plant) Limited will:

- Identify all workplace stressors and take reasonably practicable measures to eliminate stress or control the risks from stress,
- Provide information to all managers and supervisory staff in good management practices,
- Provide support to assist staff to access counselling for stress caused by either work or external factors,
- Provide adequate resources to enable managers to implement James King (Plant) Limited' agreed stress management strategy.

The company will monitor sickness and absence records for indications of excessive stress. Back to work interviews may be used as part of the assessment process. If employees feel that work demands are affecting their health, they must report this issue to their Supervisor, Line Manager or one of the Directors.

## Unsafe Behaviours

People's behaviours are the most common cause of accidents and occupational ill health.

Unsafe behaviour is not limited to physical acts: consideration should include and psychological factors, i.e. how well/alert/tired/distracted workers may be.

Most unsafe behaviours are not intentional. It is usually due to people developing bad habits; not identifying the hazard; inadequate training or forgetting training; or just trying to get the job done quickly.

Everyone should take time to consider how they carry out their work with a view to other people's safety. Everyone is encouraged "Don't Walk By" and to report unsafe situations; plant & equipment; the working environment; people's behaviours & attitudes or anything else that may cause an accident or harm to the environment.

## Violence & Aggression

Work related violence can be defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.

James King (Plant) Limited will not tolerate anti-social behaviour from any person towards our employees and/ or contractors and will deal with such incidents firmly and robustly.

James King (Plant) Limited will treat all complaints of violence and abusive behavior directed toward staff and contractors seriously, investigate each case where appropriate and take appropriate action to protect staff and contractors.

James King (Plant) Limited will assess the risks of violence and aggression in the workplace and take appropriate measures to reduce those risks, including:

- Identifying potentially violent members of the public in advance,
- Providing information, instruction and guidance to staff so that they can spot the early signs of aggression, and either avoid or respond to it appropriately,
- Arranging for staff to be accompanied by a colleague if they are required to meet with a person they suspect may act aggressively or violently,
- Where necessary, consider physical measures such as CCTV cameras, alarm systems & security systems

Where employees have experienced violence or aggression in the workplace, James King (Plant) Limited will provide support to minimise any long-term distress.

## Welfare

James King (Plant) Limited will provide adequate welfare facilities for people at work in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. These provisions will include:

- Adequate ventilation, either natural or mechanical
- Adequate working temperatures, or the provision of suitable clothing and PPE
- Sufficient lighting to enable people to work and move about safely
- Appropriate cleaning of the workplace, furniture, furnishings and finishes
- Appropriate storage and removal of waste
- Adequate room dimensions and space to allow people to move about with ease
- Suitable and ergonomically efficient workstations and seating
- Sufficient traffic routes to allow people and vehicles to circulate safely and with ease
- Protection of translucent surfaces against breakage, and markings to make it apparent if there is danger of people coming into contact with it
- Windows and skylights that can be cleaned safely and, where required, can be opened
- Doors and gates that are suitably constructed and fitted with safety devices where necessary
- Suitable and sufficient sanitary conveniences and washing facilities
- An adequate supply of wholesome drinking water
- Adequate, suitable and secure space to store employees' own clothing and special clothing
- Suitable and sufficient, readily available rest facilities
- Maintenance of the above.

## Work at Height

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. "Work" includes moving around at a place of work but not travel to or from a place of work. James King (Plant) Limited will:

- Take measures to avoid work at height where possible,
- Provide work equipment or other measures to prevent falls where working at height cannot avoid be avoided, and
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

James King (Plant) Limited will seek to control and minimise the risks associated with working at height by ensuring that:

- All work at height is properly planned and organized,
- All work at height takes account of weather conditions that could endanger health and safety,
- Those involved in work at height are trained and competent,
- The work activity at height is undertaken safely,
- Equipment for work at height is appropriately inspected and maintained,
- The risks from falling objects are properly controlled.

## Work Equipment

Work equipment is almost any equipment used by persons whilst at work including, but not limited to:

- Site machinery and equipment,
- Lifting equipment (Trolleys, hoists etc),
- Access equipment (Ladders & stepladders)
- Hand & power tools,
- Installation equipment,
- Office equipment.

James King (Plant) Limited will ensure that:

- All work equipment is suitable for the purpose for which it is provided,
- All work equipment is maintained in an efficient state, efficient working order and in good repair,
- All work equipment is where necessary, inspected prior to use and at regular intervals to ensure its ongoing safety for use,
- Measures are taken to prevent access to dangerous parts of machinery (Guarding),
- Where specific risks exist, James King (Plant) Limited will ensure that the use of such equipment is restricted to authorised persons,
- Where necessary, appropriate signage is provided warning of specific risks associated with the relevant work equipment,
- Relevant training is provided to persons operating work equipment.

## Young Workers – Risk Assessment Requirements

James King (Plant) Limited will assess the risks to young persons (under 18 years old) before they start work, taking into account their lack of experience and training. These assessments will take account of any specific restrictions (use of dangerous machinery, etc). The findings of the risk assessments should be provided to the young persons' school or guardians if they are below the minimum school leaving age (16 years). Adequate supervision and training will be provided to all young persons, including information regarding prohibited or restricted areas, tasks, or equipment