

# THE COMPANY HEALTH & SAFETY POLICY OF



"I am extremely proud of the JK engineering Health & Safety record and am keen to ensure that we develop our Health & Safety culture. We will always strive for continuous improvement in all aspects of Health, Safety, Quality and our Environmental Performance and we will achieve this through investment in resources and by sharing good practice. This includes a very thorough training and competence assurance policy and a commitment from me to apply a robust monitoring and customer feedback strategy. It would be a terrible burden knowing we allowed somebody to suffer harm without due thought and diligence and I am firmly committed to ensuring that this does not happen. I am also firmly committed to leading by example and will always encourage others to develop the same passion for Safety and a similar passion for continued good practice.

Reviewed By: **Jamie Barnaby**

Date: **January 2016**

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## **INTRODUCTION**

The Managing Director of JK Engineering, Mr Jamie Barnaby, regards the promotion of Health & Safety as a mutual objective, which must be actively pursued by management and employees at all levels.

It is the policy of the Company to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work, and of any other persons not being in its direct employment who may be affected by its operations.

The Company recognises that the Health & Safety of its employees is of paramount importance both in social and economic terms and consequently the Managing Director freely accepts the responsibilities he has under law. This responsibility is embodied in the Policy Statement, which shall be the basis of sound and safe practices used within the Company.

JK Engineering is currently involved in several Mechanical Services projects throughout the UK with a variety of high profile clients. We are also accredited to all known professional standards.

Our expertise and skillset allows us to be further involved in Construction mainly through refurbishment of and replacement of Mechanical Services to Plant Rooms including Gas, Fire Sprinkler Protection, Ventilation and Ductwork, Electrical Services including Controls and Renewable Technology.

Employees and others working for JK Engineering, any employee visiting sites for development, or any person engaged with our Company will only be allowed to do so providing that they are prepared to conform to the principles and practices laid down in the statement. Likewise employees and others who have an association with the Company are required to conform to any reasonable rule or practice imposed through statute or particular requirement of any site where the Company is or is due to carry out work.

There is to be no ambiguity on this issue.

## **GENERAL STATEMENT**

The Company recognises the legal obligations placed on it by the Health & Safety at Work etc. Act 1974 and of any other statutory provisions and Health & Safety regulations applying to its activities, in particular: -

- To provide adequate control of the Health & Safety risks arising from our work activities.
- The provision and maintenance of plant and systems of work that are safe and without risks to health.

- To consult with our employees on matters affecting their Health & Safety.
- The provision and maintenance of a safe and healthy working environment with adequate welfare facilities and arrangements.
- To ensure that all employees are competent to do their tasks and provide adequate training.
- The provision and maintenance of safe means of access to, and egress from all workplaces.
- To prevent accidents and cases of work-related ill health.
- The safety and absence of risks to health in connection with the use, handling, storage and transport of materials and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure that work may be carried out safely and without risks to health.
- To review and revise this policy as necessary at regular intervals.
- Employees have a duty to co-operate in the operation of this policy by fulfilling the responsibilities placed upon them.

As stated the operations of the Company and this policy will be reviewed at regular intervals, in light of changing Company circumstances, procedures and statutes.

Signed:

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Date: **January 2016**

Review Date: **January 2017**

## **ORGANISATION AND RESPONSIBILITIES**

The Managing Director of the Company, Mr Jamie Barnaby will make available adequate resources for the implementation and monitoring of the Company Health & Safety Policy and holds overall and final responsibility for Health & Safety at work. He shall also be responsible for the establishment of structures through which safety matters can be dealt.

The Managing Director has delegated the day-to-day responsibilities for ensuring this Health & Safety Policy is put into practice to every JK Engineering employee. Employees include:

- The Managing Director
- Administration team
- Project Managers/Supervisors
- Service & Maintenance Department.
- Health & Safety Manager
- Sub-Contractors
- Any Other Workers employed by JK Engineering

### **All employees have to co-operate with supervisors and managers.**

- On All Health, Safety, Environmental and Quality matters,
- Not to interfere with anything provided to safeguard their Health & Safety,
- Take reasonable care of their own Health & Safety, and
- Report all health, safety, environmental or quality concerns to an appropriate person.

## **ORGANISATION AND RESPONSIBILITIES**

## **Managing Director**

The Managing Director will initiate and administer the Policy. He will make adequate provision of resources for the successful implementation of the Health & Safety management system, including financial, time, logistics and commitment. He is:

- To set a personal example at all times.
- To initiate the Company Health & Safety Policy for the prevention of injury and damage, to set targets for the reduction of accident and incident rates.
- Know the requirements of the relevant legislation and ensure they are observed whilst carrying out Company activities.
- Ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- Initiate proper reporting procedures in the event of injury, damage and loss. Promote action to preclude re-occurrences.
- Where reasonably practicable analyse accident / incident trends.
- Reprimand any employee failing to discharge satisfactorily their responsibilities regarding Health & Safety.
- Encourage the distribution of relevant safety information to all persons concerned.
- Arrange for funds and facilities to meet the requirements of the Company Safety Policy.
- Promote and maintain the Company's on-going determination to improve its performance in Health, Safety and Welfare.
- Arrange for periodical audits of the Health & Safety Management system.

## **CDM REGULATIONS 2015**

The Managing Director has delegated the day-to-day responsibilities to the Health & Safety Manager to ensure that, where JK Engineering are involved in any CDM Project the Company puts in place systems and procedures that do not adversely affect the Health & Safety of any person. The Company is also committed to ensuring that we conform to all current regulations in respect of those duties.

The Company also recognises the duties it has under law with regard to design. The design process will, at all times, give sufficient thought and consideration to designs and systems that do not adversely affect the Health & Safety of any person. It is the policy of Jamie Barnaby to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, the minimisation of risk to those carrying out design work, and of any other persons not being in its direct employment who may be affected by subsequent operations.

## **ORGANISATION AND RESPONSIBILITIES (cont'd)**

All employees have a statutory duty to co-operate with their employers in matters relating to Health & Safety at work. Their personal responsibilities for each employee under the Health & Safety at Work Act etc. 1974 are: -

- To take reasonable care of the Health & Safety of him/herself, and any other persons who may be affected by his/her acts or omissions whilst at work.
- Not to interfere with or misuse anything provided in the interests of health, safety or welfare.

To this end all employees will: -

- Work in a safe manner and refrain from horseplay.
- Refrain from abusing welfare facilities provided.
- Observe all warning notices and instructions displayed and advise if they do not understand them.
- Use equipment appropriate to the job, and ensure that they are kept in good condition.
- Make full use of safety aids, appliances, equipment and protective clothing provided.
- Report unsafe conditions and defects in equipment immediately they are observed.
- Report any accident, unsafe or hazardous conditions to appropriate people.
- Suggest ways of improving safety to Company management when appropriate.

- Not carry out any tasks, which they feel they are not competent to carry out, or which involves unreasonably high risks.
- Find out who the First Aider is, where First Aid is available and what to do in an emergency or if fire breaks out.

### **Health & Safety Manager**

The Health & Safety Manager is responsible for ensuring that the Company is fully compliant with all regulations, rules, codes of practice, approved codes of practice, statutory requirements and maintains associations and accreditations associated with the core business activities.

He will write the policy, be responsible for ensuring that it is communicated to all employees, undertake periodic audits of the policy and associated procedures to ensure its effectiveness. He will advise and guide the Company on legislation, changes to legislation, regulations associated with the business and all approved codes of practice.

He will undertake audits at all sites and provide internal/external reports.

He will review and assess all staff H&S training needs.

He will provide safety briefings where required and conduct regular safety toolbox talks on site.

He is to provide reports to the Managing Director as required and implement statistical data for reference.

He is to Manage Accident & Incident reporting, to liaise with other parties, to involve the services of the HSE if required and to close out all actions as required.

He is to review and manage Company PPE requirements.

He is to attend site meetings as required, work within the Company guidelines and manage the Company Health & Safety Management system.

He is to Manage and oversee Company H&S Plans, Risk Assessments, COSHH Assessments, Method Statements and any other documentation as required by the legislation in force at this time.

He is to ensure that Safety information and/or bulletins are communicated to staff as required.

He may be required to act as Principal Designer on JK Engineering Projects. He will be required to act and advise on roles and responsibilities where we are the Principal Contractor.

He is to ensure that JK Engineering offices and relevant site premises are assessed for risk and suitability and that they comply with legal requirements.



He is to ensure that JK Engineering vehicles are assessed for risk and suitability and that they comply with legal requirements.

He is to ensure that JK Engineering plant and equipment are assessed for risk and suitability and that they comply with legal requirements.

### **Design Team.**

Understand the Company Policy for Health and Safety and ensure that it is readily available on demand. Design all work in accordance with its requirements and ensure that all design issues take into account the measures required to reduce risk to as low as reasonably practicable. This includes design hazard analysis at the concept stage.

To ensure that design is undertaken only after consideration to all legislation currently in force including the planning, management, implementation and reviewing of systems of work that do not give rise to unnecessary risk.

To use design parameters and approved codes of practice as set down in the CIBSE charter and directly associated with The Health & Safety at Work etc act 1974

- Ensure that the Safety Manager is notified of design issues that give rise to unnecessary risk.
- Identify and record hazards associated with design and subsequent work.
- An assessment of the risk involved with the use of any substance, process or work activity hazardous to Health & Safety
- Allocation of responsibilities, and any necessary liaison requirements between this Company and others involved in design.
- Fire prevention systems and policy.

- Keep within the framework of all current legislation relating to The Construction Design & Management Regulations 2015 and to understand the requirements of all other legislation that impacts on design.

### **Project Engineers / Site Management**

Understand the Company Policy for Health and Safety and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions are required.

To be responsible for ensuring the planning, management, implementation and reviewing of the

following:-

- Ensure that the Safety Manager is notified of all new sites giving as much notice as possible relating to the most appropriate order and method of working.
- Provision of adequate lighting and safe method of electrical distribution. This may involve the appointment of competent people to work on behalf of JK Engineering and will be formulated into a quality procedures plan which is entirely auditable.
- Allocation of responsibilities, and any necessary liaison requirements between this Company and others on site.
- Hazards arising from underground and overhead services.
- Welfare facilities.
- Any particular training or instruction required for site personnel.
- Emergency procedures.
- Temporary works provision (scaffolding, excavation supports, etc.)
- An assessment of the risk involved with the use of any substance, process or work activity hazardous to Health & Safety
- Operations which may result in noise levels where special precautionary measures are necessary.
- Areas on site where PPE must be worn.
- First Aid facilities and personnel
- Fire prevention systems and policy.
- Safety Risk Assessments and Management
- Obtain details from Sub-Contractors of assessments of risk associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out, and check that their planned control measures will provide protection to others on the site.

## **Service & Maintenance.**

The Service & Maintenance team will be responsible for ensuring that the Company procedures are adopted and implemented as required. They are to set a personal example at all times. He is to understand the Company Policy for Health and Safety and ensure that it is readily available on each site. He is to plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions are required.

To be responsible for ensuring the planning, management, implementation and reviewing of the following:-

- Ensure that the Safety Manager is notified of all new sites giving as much notice as possible relating to the most appropriate order and method of working. Provisions of adequate lighting and safe method of electrical distribution. This may involve the appointment of competent people to work on behalf of JK Engineering and will be formulated into a quality procedures plan which is entirely auditable.
- Allocation of responsibilities, and any necessary liaison requirements between this Company and others on site.
- Hazards arising from underground and overhead services.
- Welfare facilities.
- Any particular training or instruction required for site personnel.
- Emergency procedures.
- Temporary works provision (scaffolding, excavation supports, etc.)
- An assessment of the risk involved with the use of any substance, process or work activity hazardous to Health & Safety
- Operations which may result in noise levels where special precautionary measures are

necessary.

- Areas on site where PPE must be worn.
- First Aid facilities and personnel
- Fire prevention systems and policy.
- Safety Risk Assessments and Management.
- Obtain Method Statements from Sub-Contractors carrying out high risk activities such as demolition, steel erection, asbestos removal, etc. Method Statements for medium/low risk activities may still be required.

## **ARRANGEMENTS**

### **Risk Assessments**

- The Company is aware that there are Health & Safety risks arising from our work activities. To help combat the risks we implement a risk assessing management system which highlights the control measures to be used. The control measures are designed to reduce the risk to as low as reasonably practicable, although consideration is always given to removal of the hazard.
- The relevant designers will carry out risk assessments for nominated projects. The design hazard analysis will form part of the safe system of work and will show other options that were considered.
- Once the initial Risk Assessments are complete, the findings will be reported to the Health & Safety Manager. Risk assessments for projects will be given to the relevant people prior to work commencing.
- The Managing Director will approve the actions required to remove or control the risks on completion of assessment.

- The Health & Safety Manager will ensure that the control measure that was implemented has removed the risk or reduced it to an acceptable level.
- Each of the assessments made will be reviewed annually or when the work activity changes, whichever is soonest. Risk assessments required for projects will be reviewed as the project develops and when deemed necessary.

The Company has identified the following work activities or hazards as needing a level of control.

Asbestos

Work at Height

Manual Handling

Fire Risk

Deliveries to site

Working on or near live services.

Working with gas

Demolition

Excavations

Erection of frames

Joinery

Painting & Decorating

Working in occupied premises with a risk of flooding, water ingress etc.

### **Competence.**

- The Company recognises that proof of competence is a key component in allocating work procedures and has formulated a plan to ensure that this is so. The process begins on employment offer where references will be sought together with proof of skills/Health & Safety training. It is the policy of the Company that all staff are in possession of a current CSCS skills card. Where this is not necessary (such as administration staff) the Company will provide Health & Safety advice and guidance through the Company Health & Safety Manager.

- The control of sub contractors and their proof of competence will be conducted through our audit and quality procedures. It is the intention of the Company that only skilled and competent personnel be engaged / employed either directly or indirectly.
- The Company also recognises that competence can be complimented by association to or membership of professional bodies and by accreditation to certain standards particularly working with gas.
- The Company will keep records of proof of competence allied to all work activities as defined in the Construction Design & Management Regulations. This auditable trail will be kept as a written document and will form the basis of the Health & Safety management system. Audits and inspections will be entered onto the Health & Safety policy and procedures section together with corrective actions.

## **Equipment**

- The Company understands that it has a responsibility to purchase suitably sufficient equipment that meets Health & Safety standards. We also understand that this equipment will need inspecting from time to time and where necessary a log will be kept of equipment and plant to ensure that this is completed on time.
- If equipment needs any maintenance the Health & Safety Manager and Project Managers will identify this. Any problems found with the equipment or plant should be reported to either the Project Manager or the Health & Safety Manager who will take it from use until it is repaired or replaced.
- All employees will be responsible for ensuring effective maintenance procedures are drawn up and implemented.
- Prior to the purchase of new equipment all employees will ensure that it meets all current UK Health & Safety standards.

## **Portable Appliance Testing**

The Company is aware that fires may be caused through electrical faults. Therefore we understand that, following a risk assessment, in-service testing may be required of all portable appliances to determine whether the equipment is in satisfactory condition. Visual inspections will be conducted as a matter of course.

Where testing is deemed necessary, all appliances will be highlighted as to whether they are fit to use or not. Records of findings will be kept at all sites.

## **Hazardous Substances**

The Company appreciates that handling substances is a risk to those who are unaware of the dangers involved. We have bought into the Engineering Skills COSHH Assessment guide (updated every 6 months) where operatives are trained to use this guide to glean information on all products that we may use. The aim is to provide our operatives with knowledge for the safe handling, use, storage, and disposal of substances and of what to do in case of emergencies.

Our Health & Safety Manager during visits will ensure that all substances used on that site have been identified as needing a COSHH assessment. He will also be accountable for carrying out the COSHH assessments on the identified substances.

The actions that are identified in the assessments will be implemented by the users and monitored by all senior personnel.

The Health & Safety Manager will ensure that all employees are informed about the COSHH assessments and are made aware of the control measures to be adopted during storage, use and disposal of substances and what to do in case of emergencies.

Each COSHH assessment will be reviewed when the work activity changes or product details change, whichever is soonest.

## **Training**

We understand there is a need to ensure that our employees are trained on a regular basis to ensure that they are competent to fulfil their position within the Company and to carry out work safely.

On initial employment employees are given induction training.



Further training is identified through line management and our Health & Safety Manager.

All training records and Curriculum Vitae will be kept at both sites.

A training schedule will be drafted for relevant employees where training needs have been identified and we will endeavour to accomplish it.

## **Display Screen Equipment**

The Company understands that we must protect the users of display screen equipment from possible ill effects on health. We aim to protect our employees who are classed as "users" by continuing to assess workstations and provide suitable control measures where required.

One month from employment an assessment will be carried out to ensure that the workstation is acceptable to the individual's needs.

### **Monitoring**

The working conditions that we operate in affect the amount and standard of work that we produce. Therefore we will and must ensure that working conditions and the environment are safe.

The monitoring of safe working practices will also take place; this is the responsibility of all personnel with key roles to play in the Company. Any concerns that become apparent must be reported to the Managing Director.

## **Communication**

In the Company we are fully aware for the need to communicate at all levels. Good communication provides a solid backbone in any management system. Safety bulletins, Newsletters and Safety Booklets will be used to inform of relevant Safety issues.

All employees work closely with their colleagues. This relationship ensures close communication on all points particularly Health, Safety, Environmental and Quality matters.

## **Advice**

The Company employs an internal Health & Safety Manager (AIIRSM Grad IOSH MaPS) He has experience offering advice, guidance and training to many companies all over the U.K. The Manager has access to:

- The Manchester Occupational Health & Safety Group that is affiliated to RoSPA
- AIIRSM Literature

- Access to the IOSH literature.
- The services of the HSE and EMAS are used.

## **Accidents and Ill Health**

All significant accidents or incidents will be investigated by the Safety Manager.

The Managing Director will investigate any work-related causes of sickness absences and he is accountable for acting upon the findings to prevent reoccurrence.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at both sites. The information from the book will be collated each year with a view to identifying possible trends.

All reportable injuries, diseases or dangerous occurrences will be investigated by our Health & Safety Manager.

The above is not an exhaustive list. Further guidance is available from our Health & Safety Manager.

All incidents are to be reported to the Health & Safety Manager and any Clients on projects. Clients may wish to undertake their own investigations.

The Health & Safety Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## **First Aid**

The Company ensures a suitable number of people are trained in first aid or where we are based on site, that suitable first aid provision has been incorporated into the Safety Plan. This may involve shared first Aid provision.

The identities of all First Aiders are to be posted on signs in the welfare areas of the building and on sites.

## **Emergency Procedures**

The Company are aware of the risks involved in any emergency and have in place procedures that are communicated to all of its employees to ensure smooth evacuations of work areas.

The Managing Director with guidance from our Health & Safety Manager is responsible for ensuring that the emergency procedures are practical and easy to follow.

All fire extinguishers are maintained and inspected on an annual basis.

Fire assessment is undertaken of all fixed work areas and the findings are implemented.

The Fire Wardens are to check all escape routes daily to ensure that there is nothing blocking any emergency routes.

Emergency evacuation exercises are undertaken every year to maintain employee awareness of the procedure and to foresee any future problems.

## **ALCOHOL AND DRUG ABUSE**

Alcohol or drug abuse by employees and sub-contractors (including supervisory and management staff) can adversely affect the Health & Safety of themselves or others on our sites. Therefore it is the Policy of this Company that any person known to be, or strongly suspected of being affected by alcohol or drugs must be referred to the appropriate manager who must arrange for the person to be removed from site.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions, e.g. heat exhaustion, hypothermia, diabetes, etc. Also the person may be affected by legitimate medication prescribed by a Doctor. These conditions while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered. If there is any doubt as to the person's condition or cause of their condition, medical advice should be sought immediately.

If an employee is on prescribed medication from a Doctor they must inform their supervisor immediately so all the hazards which could affect the employee can be reviewed and reassessed, depending on what medication the employee has been prescribed, whether they are able to continue to work on site whilst taking the medication.

## **COMPANY CAR OR TRANSPORT DRIVING**

The Company has in place a set of procedures to minimise road risk. This includes regular inspections of company vehicles for obvious defects and ensuring any defects noticed are rectified without delay.



