JONSIGNS LTD
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HEALTH & SAFETY POLICY

Issued in accordance with the
Health and Safety at Work etc ACT 1974
and subsequent health and safety legislation

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INTRODUCTION

The purpose of this document is threefold; to meet the statutory requirements of publishing a Health and Safety Policy, set out general arrangements that apply to the company and to provide advice and guidance on a range of issues. To these ends, the document consists of three parts, one covering each area.

Whilst covering a broad range of topics, this document is not intended to be a definitive guide to Health and Safety. Employees should refer to their own line managers or if necessary to the Health and Safety Adviser and be aware of the arrangements for consultation.

PART 1: **STATEMENT OF INTENT**

I will ensure that our operations will be conducted in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees. I will also ensure that any of our activities will not adversely affect the health and safety of others, including the general public, children, contractors, subcontractors, etc.

I require high standards of safety, health and welfare to be achieved and constantly maintained on all sites. There is also the need to have a strong commitment to the protection of the environment and to waste minimisation. Therefore the company's Environmental Policy is established with equal importance to this Policy.

This Health & Safety policy will be regularly reviewed and monitored in order to meet current legal requirements. All new legislation, codes of practice, etc. will be considered as necessary, and all significant changes will be made to the policy to ensure it continues to reflect working practices. All revisions of it will be brought to the attention of all employees by me in compliance with company procedures.

I will ensure compliance with the requirements of this policy by maintaining a thorough monitoring programme. If I feel any part of the policy is not effective, appropriate steps will be taken to rectify the problem.

All matters concerning health and safety will be implemented only after full consultation with employees. I recognise the requirement to consult with all employees. . Employees will be afforded every opportunity to discuss health and safety issues with senior management, or with the visiting safety adviser should the employee choose to do so.

I will ensure that all relevant safety and health training will be undertaken and that all necessary information required to do a job safely will be forwarded to the appropriate parties.

I will ensure that sufficient resources are available to meet all reasonable health and safety requirements.

However, no safety policy can function properly without the support and co-operation of all its employees. Therefore, I remind employees that they have a legal duty not only to work in a safe manner, but also to co-operate in efforts to create safe and healthy working conditions.

SIGNED: **DATE:** 01st January 2021

Mr Jonathan Cawthorn - Managing Director responsible for Health & Safety

PART 1: **ENVIRONMENTAL STATEMENT OF INTENT**

Jonsigns recognises that its day-to-day operations and products have both a positive and negative impact on the environment. We are fully committed to minimising the pollution and harmful effects of its actions and products wherever practicable. We will ensure that every aspect of our activities is conducted in accordance with sound environmental practices.

We will achieve this by:

- Minimising the consumption of natural resources and energy, whilst consuming material goods in moderation
- Reducing the creation of waste by the adoption of improved operating practices and by the recycling of materials whenever practical
- Ensuring all waste and effluent is disposed of in a safe and responsible manner
- Investing in the development of new products and processes that have an improved performance regarding their impact on the environment
- Complying with environmental legislation

Jonsigns Ltd aims to foster among its staff, suppliers and customers, an understanding of environmental issues in the context of its business. Our collective task is to ensure that we continually improve the environmental impact of our total global activities.

By this policy Jonsigns Ltd recognises its responsibility towards protection of the environment, and issues this statement as a commitment of both management and employees to minimising the environmental impact of its operations.

This policy will be reviewed on an annual basis to ensure its continuing effectiveness.

We now send approx. 15% of our waste to landfill. We recycle different products: Dibond, Foam, Acrylic, and Polycarbonate, all are 100% recyclable. We only use FSC paper for internal paperwork.

SIGNED: **DATE:** 01st January 2021

Mr Jonathan Cawthorn - Managing Director responsible for Health & Safety

PART 2: **ORGANISATIONAL HIERACHY**

THE ORGANISATION OF HEALTH & SAFETY AT WORK

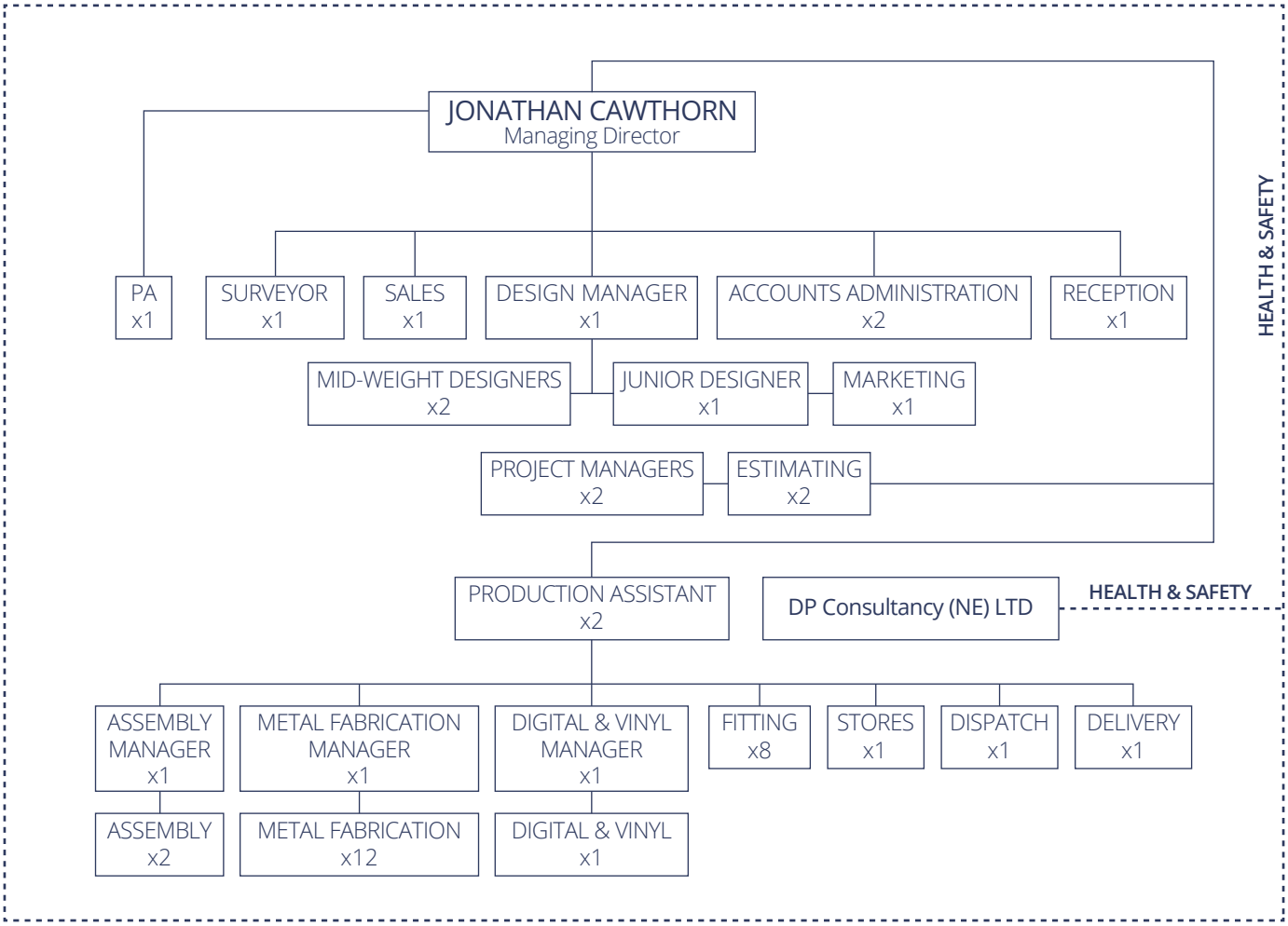
PURPOSE: To set out the Company Health & Safety Policy as required by Section 2 (3) of the Health and Safety at Work act 1974.

RESPONSIBILITIES: Overall and final responsibility for health and safety is that of;

Mr Jonathan Cawthorn - Managing Director

Day-to-day responsibility for ensuring this policy is put into practice is delegated to;

DP Consultancy (NE) LTD



PART 2: **INDIVIDUAL RESPONSIBILITIES**

MANAGING DIRECTOR

Responsible for ensuring that this policy is implemented and carried out, and any revisions necessary of the policy will be implemented in collaboration with the Health & Safety Adviser. The directors will ensure suitable arrangements and resources in the form of finance and time is made available to ensure, so far as is reasonably practicable, the health and safety of all employees and others who may be affected by the company's operations. The directors will appoint specific persons within the company as responsible for discharging particular duties within the policy who will be given the appropriate authority to fill those duties.

The directors have authority to request alternative methods of work or safe practices. Directors will oversee contractors and ensure that work is carried out in accordance with this policy and any procedures or relevant regulations. Directors must ensure that persons with responsibilities under this policy have received suitable and adequate training and that emergency procedures are detailed and observed, and also for ensuring the risk assessments are undertaken and the findings are communicated to all who may be affected.

The directors will ensure suitable arrangements and resources in the form of finance and time is made available to ensure, so far as is reasonably practicable, the health and safety of all employees and others who may be affected by the company's operations. The directors are responsible for setting a good personal example with regards to Health and Safety.

PRODUCTION MANAGER

Reports to the directors, they must know the requirements of the health and safety policy, and ensure all staff on their site is following Health and Safety policies and procedures. The production manager will set a good personal example to all persons under their control in respect of health and Safety, and organise their areas so that work is carried out with minimum risk to operatives and other persons affected by the company's activities. Liaise with the Health and Safety Advisor to ensure policies and procedures are followed.

MANAGERS / SUPERVISORS

Reports to the Director Responsible for Health and Safety must ensure that all under their control have seen and understood the health and safety policy and any revisions. Ensure that the working environment and welfare provisions are maintained as per this policy and that defective equipment is quarantined. Managers / Supervisors must set a personal example in respect of health and safety and ensure all accidents and incidents are appropriately recorded.

OPERATIVES

Are responsible to their respective supervisor and must read and understand this policy on health and safety and comply with all procedures. They have a responsibility to take reasonable care for their own health and safety and of others who may be affected by their work and must raise any health and safety issues to their Manager.

The above persons must ensure all control measure in place are used in respect of health and safety and that PPE is used appropriately, maintained in good condition and replaced when required. Report all accidents and incidents to the acting supervisor on site as soon as reasonably practicable and ensure all other health and safety policies are followed.

PART 2: **INDIVIDUAL RESPONSIBILITIES**

HEALTH AND SAFETY ADVISOR

The HSEQ Manager has been appointed by the company to provide competent advice as per Regulation 7 of the Management of Health & Safety at Work Regulations 1999. They are available and should be consulted for advice on all health and safety matters.

HSEQ Manager will provide advice and assistance on health and safety matters within the organisation. When required they will report accidents and incidents under RIDDOR to the Health and Safety Executive, and ensure suitable investigations are carried out. Ensure that any new relevant legislation or enforcement authority recommendations are incorporated within the Company's policy and procedures.

Upon request ensure that employees receive all necessary health and safety training and information. Carry out regular on-site health and safety inspections and provide a detailed written report to the Managing Director or appropriate person.

Carry out regular off site safety inspections of fitting staff and provide a detailed written report to the Managing Director or appropriate person.

The HSEQ manager will develop & implement annual Health & Safety plans / schedule.

The HSEQ Manager will Monitor all aspects of the operational Quality System & ensure that all documents are correctly controlled by means of a Document Control Register. They will be responsible for the creation, implementation & monitoring of company Standard Operating Procedures & all supporting documentation.

Concerns about health and safety should be addressed in the First instance through the reporting chain as illustrated in the following organisation chart.

PART 3: **ARRANGEMENTS**

GENERAL SAFETY ARRANGEMENTS

Comprehensive lists of common and special hazards involved with all aspects of work are included in this policy.

In order to ensure safe systems of work on site, special attention MUST be given at the planning stage regarding any safety considerations that might arise on that particular contract. All precautions required to address the considerations will be included in the contract health and safety plan, and adequate resources will be available to meet the requirements of the plan and policy objectives.

In the case of there having to be an emergency evacuation of the site or premises an assembly point will be organized by the site supervisor prior to the start of the work away from the site / premises. All persons under the control of the company will be informed about the location of the assembly point. All personnel will meet at this point and will remain there until such time as a thorough check has been completed to ensure that no one is missing. All personnel will then be advised of further procedures before being allowed to leave the assembly point.

It is essential that a high level of housekeeping be maintained on all sites and at all premises. There is a duty on everybody to ensure that all areas are kept tidy, equipment locked up when not in use and waste removed, etc. Connected with this is the requirement to maintain a safe access to and egress from the site premises.

Emergency exits clearly marked MUST be kept free from obstruction unless previously agreed with the director; and an alternative exit is arranged.

No employee will operate any plant, machinery or equipment unless he or she has either been fully trained on the working of the machine etc. or deemed to be competent by experience, which can be demonstrated; is fully conversant with all safety requirements and has reached the required statutory age.

The Company, in conjunction with the Safety Adviser and other training providers will ensure that all employees are competent as required and are made aware of all the requirements with regard to health and safety matters.

Safety inspection of sites and premises will be undertaken by a number of persons:

PART 3: **ARRANGEMENTS**

CONSULTATION AND COMMUNICATION

In compliance with the Health and Safety (Consultation with Employees) Regulations 1996 the company will ensure they are not only giving information to employees but also listen to and take account of what employees say before they make any health and safety decisions.

The company chooses to consult with their employees directly through regular health and safety meetings, toolbox talks, notice board information, and through one to one discussions.

An open door policy is encouraged and The Company welcomes all employees and volunteers comments relating to health and safety.

Minutes of these meetings are to be distributed to all employees within the company, as well as relevant clients.

INFORMATION, INSTRUCTION AND SUPERVISION

Under section 2 2(c) of the Health and Safety at Work Act 1974, the company are required to provide adequate information, instruction and supervision so far at it is reasonably practicable. In compliance with the above Act the company encourages the active participation of all employees in promoting good health and safety practices.

Health and safety issues are brought to employee's attention through the use of:

- Consultation (see Consultation section)
- Safety Notices including posters
- Toolbox talks held regularly on site

The Health and Safety Law poster is to be competed and displayed in the main Office.

Health and Safety Advice is available from all senior managers, supervisors and our external health and safety adviser.

Supervision of Operatives, young workers and trainees will be arranged/undertaken and monitored by the Supervisors and Foremen on site. In all circumstances copies of risk assessments relating to the work being carried out and communicated to the individuals will be made available at all times.

TRAINING/COMPETENT PERSONS

The Company carries out training to ensure the competence of Management and Operatives in respect of health and safety at work. The training requirements for staff will depend upon their health and safety responsibilities. All training records will be kept within the main office and can be viewed upon request.

Training will be reviewed on a regular basis to ensure continuous development of the staff is maintained.

PART 3: **ARRANGEMENTS**

RISK ASSESSMENTS

Regulation 3 of The Management of Health and Safety at Work Regulations 1999 requires all employees to assess the risks to workers and any others who may be affected by their undertaking. The risk assessment would normally involve identifying the hazards present in any operations and evaluate the extent of the risks involved, existing controls, precautions etc. being taken into account.

General risk assessments for sites are carried out by the, Foreman and assisted by the HESQ Manager when required. A more specific assessment may be required and if it is intended these also are carried out by the HSEQ Manager as necessary. The Company may also utilize generic assessments, which may be made site specific as appropriate.

Specific, separate assessments for particular hazards are drawn up as appropriate, before the operation begins. All persons affected or likely to be affected by the risks detailed in the assessment are to be made aware of its requirements together with any necessary control measures, by the employee in charge of the site or works.

All risk assessments required for the works will be presented to the Client/Principle Contractor prior to commencing work. In addition the documents will be either provided to the employees/contractors or communicated during a tool-box-talk.

Risk assessments must be carried out and recorded for the following activities;

- General Risk Assessment
- COSHH Risk Assessment (Control of substances hazardous to health)
- Manual Handling Risk Assessment
- DSE Risk Assessment
- Working at Height

Prior to the installation operatives carry out on site dynamic risk assessments

PART 3: **ARRANGEMENTS**

FIRE AND EMERGENCY PROCEDURES

The Company will ensure it follows all regulations and guidance with regards to the Regulatory Reform (Fire Safety Order) 2005, by providing all necessary measures to prevent fires and reduce risks. All personal are to assist with any visiting/inspecting Fire Authorities, and the company will adhere to all reasonable advice given.

OFFICE FIRE AND EMERGENCY PROCEDURES
Fire wardens will be responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested.

RAISING AND HEARING THE ALARM
All staff must raise the alarm immediately:

- Fire is discovered
- Flammable / toxic gas build up is suspected
- Major accident / incident occurs

Upon hearing the alarm, all staff will evacuate the building immediately, by the nearest fire exit and congregate at the appointed fire point opposite the entrance to the yard. The Fire Wardens are to take the roll call and ensure that everybody is accounted for, under no circumstances are rescue attempts to be made, or a return to the office allowed until the fire service have given the all clear.

FIRE FIGHTING EQUIPMENT
Employees should ensure that they are aware of the location of the fire fighting equipment within head office and on site.

Fire extinguishers should be positioned on plinths and must not be interfered with by any person. All fire fighting equipment will be maintained every 12 months and visually inspected at every month. Any fire extinguisher not in working order must be reported.

SITE FIRE AND EMERGENCY PROCEDURES
Prior to the commencement of the work, operatives will examine the project to assess the degree of fire risk.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The company will comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and suppliers health and safety guidance and our own knowledge of the work.

EXPOSURE
The company will ensure that exposure of workers to hazardous substances is minimised and adequately controlled. All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. COSHH Assessments will be carried out and reviewed periodically or whenever there is a substantial modification to the work process or chemical.

PART 3: **ARRANGEMENTS**

HEALTH SURVEILLANCE

Health surveillance may be required if the work involves them coming into contact with excessive or prolonged exposure to: Noise, Vibration, or Hazardous Substances. Employees must report, at an early stage, any signs of ill health that can be attributed to the work process. Upon report a senior manager will arrange an appointment with an Occupational Health Advisor

If it is necessary to refer an individual to an Occupational Health Advisor, the relevant manager should explain to the individual why the health surveillance is required and explain what is involved.

In addition all employees are required to complete a standard company health questionnaire upon employment and then annually. All records will be kept confidential and reviewed by a competent person.

VIOLENCE AT WORK

The company is committed to ensuring that it's employees are able to carry out their work at all locations and in all circumstances, with the minimum risk of encountering violent or aggressive behaviour from learners, clients or members of the public.

The aim will be to :

- Help minimise the possibility of employees having to face physical, mental, or verbal abuse;
- Advise on how to cope with any situations that, despite precautions, may arise, and;
- Indicate the support available in such cases.

All employees have a part to play in ensuring that this policy is effective. Guidance is produced for all employees to allow them to work in a manner that should reduce the risk to themselves and to others. Where an employee feels they require training with regard to any of the mentioned policies, they should contact their team leader or manager. Where an employee witnesses an act of violence or threat of violence they must report it to their line manager immediately.

MANUAL HANDLING

The company whenever practicable will try to avoid the need to carry out manual handling which creates risk of injury. Where avoidance is not reasonably practicable, an assessment of the lifting operation will be assessed to reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads

When manual handling is necessary, injury will be reduced by:

- Identifying before work begins, operations, which involve either lifting heavy or awkward loads, or repetitive lifting operations. The company will, where reasonably practicable, find ways for either avoiding the operation altogether, or using mechanical aids to minimise the amount of manual handling
- Heavy or awkward loads that have to be lifted by hand should be carried out in teams
- All employees are to receive training in safe lifting techniques and sensible handling of loads.

PART 3: **ARRANGEMENTS**

ILLUMINATION OF WORKING AREAS

Offices, corridors, stairways, workshops, lofts and attics or any other working areas must be adequately illuminated either by artificial or natural light at all times to comply with any relevant legislation. Lighting of temporary work sites will be installed and maintained by qualified electricians. Employees must report to their supervisors' areas where adequate lighting is not provided or fault conditions have arisen.

LONE WORKING

Lone workers face particular problems especially if working in remote areas where assistance may take some time to arrive. There may be risks from injuries that may require assistance and you may be more prone to the risk of verbal and/or physical abuse.

It is therefore essential that:

- Your supervisor is informed of the location and expected duration of the work
- Your estimated time of return
- You are provided with a telephone or another form of communication
- You are aware of the nearest first aid and fire fighting equipment, means of escape
- There is safe access and egress from your place of work
- You do not attempt to carry out work that would normally involve more than one person to do safely.

Managers must ensure that there are arrangements in place to address any health and safety issue arising from employees undertaking 'lone working' especially those who are required to work outside normal hours.

STRESS

The Company recognises that, excessive pressures can have negative effect on health and safety and performance at work. The company is committed to promoting good health at work. It is therefore, concerned to recognise any negative effects that stress may have on employees, and to provide suitable support mechanisms for employees suffering from the negative effects of stress.

The company acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- Job design and lack of control of workload
- Working environment
- Relationships with others at work, and Communication arrangements
- The company also recognises that there may be problems outside the workplace that will cause an employee to suffer from the negative effects of stress, and that these may affect their health and performance within work.

Where employees are suffering from excessive stress, the company will provide the necessary mechanisms to promote a return to full health as quickly as possible. Employees are encouraged to refer themselves to either their supervisor or their manager.

PART 3: **ARRANGEMENTS**

ACCIDENTS AND FIRST AID

Under the Health and Safety (First Aid) Regulations 1981, the Company is required "to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to their employees if they are injured or become ill at work".

Any Incidents / injuries must be reported to management as soon as possible after the incident. Mr. J Cawthorn will ensure that accidents are investigated in order to identify the cause and to plan and implement measures to prevent a recurrence. Where appropriate he shall ensure the incident is reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (RIDDOR) All accident records are retained for a minimum period of three years.

The company ensures that adequately trained first aiders are available on all sites at all times.

IF YOU REQUIRE A FIRST AIDER FOR WHATEVER REASON
Contact your manager/ supervisor immediately. A list of trained first aiders will be displayed on all sites & within head office. If an ambulance is required: Dial 999 and immediately contact the Director Responsible for Health and Safety

FIRST AIDERS / APPOINTED PERSON
Are responsible for ensuring that the first aid box(es) are checked on a regular basis and replenished as necessary, however all personal who have first aid boxes within the vehicles are also responsible for their replenishment.

DRIVING

The company recognises the risks to employees who need to carry out work-related driving and is committed to the prevention of injury, loss of life and damage to property from work-related driving incidents.

The company will provide and maintain its vehicles to the Ministry of Transport standard and ensure that all drivers satisfy the company's practical driving assessment. Use of works vehicles will be authorised by managers and only vehicles for which a valid appropriate driving licence is held may be driven.

Under the Road Traffic Act drivers are legally responsible for their own actions on the road and for keeping to all traffic regulations. We consider all our employees to be ambassadors for the company. Their behaviour while driving is a reflection of our corporate image and as such, we expect drivers to be polite and to follow the Highway Code and all other driving laws and regulations.

Any person who is required to drive as part of their employment or as part of an approved activity must declare to the employer any medical condition which adversely affects their ability to drive safely.

ASBESTOS

The company recognises and will comply with its duties under The Control of Asbestos at Work Regulations 2012, as well as following all the HSE guidance with regards to asbestos removal.

The presence of asbestos containing materials (ACMs) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities which give rise to airborne dust, e.g. abrasion, breaking, sawing, cutting, drilling or machining ACMs, are most likely to present risks.

No work may be carried out on any material that contains or is suspected of containing asbestos by any employee. As a contractor it is our policy to ensure the client makes the company fully aware of the location of any asbestos containing materials. The prime responsibility will rest with the client to sample and if necessary remove the ACM.

All employees have a general duty to co-operate with management on issues of health and safety and to ensure that they do not compromise their own safety, or the safety of others, by their acts or omissions. In respect of this policy, employees must:

- Not remove any asbestos warning stickers provided to identify ACMs
- Not undertake, or engage others to undertake, any activities which could lead to the release of asbestos fibres (for example undertake works on building fabric or services)
- Immediately inform a senior member of staff if they believe that a release of asbestos fibres has occurred or could occur imminently.
- Those in control of premises must ensure that the asbestos register is readily accessible on site and those employees and contractors are aware of where the register is kept and the contents of the register.

PERSONAL PROTECTION CLOTHING AND EQUIPMENT

The Company will provide all direct employees with the necessary protective equipment and clothing as required by regulations, and as identified by risk assessments. Employees are reminded of their statutory duty to use the equipment and clothing in the correct manner, and to take care of it, reporting its loss or damage to it immediately. Disciplinary action may be taken against employees who fail to take care of the equipment and clothing, or fail to use the equipment/clothing once it is provided

HEAD PROTECTION
Safety helmets (EN 397) will be provided to all fitters who work on or visit construction sites. These must be worn in accordance with Company policy.

EYE PROTECTION
Eye protection (EN166 1B) will be provided as necessary or when identified by the risk assessment. The type provided will largely depend upon the work activity, but should be worn when, welding, using cutting machines, sanders, power tools and grinders.

HEARING PROTECTION
Ear protection (EN 352 - 2) will be provided to employees who are exposed to levels of noise which may cause hearing loss and which cannot be reduced by other means. Special attention must be given to young persons. A detailed risk assessment of noise exposure will be required.

Site Managers and employees will probably know when the noise levels are too high, but as a rough guide if you find it necessary to raise your voice to be heard when only 2 metres apart, then the noise level is above 85 dB(A) and protection should be worn.

HAND PROTECTION
Gloves to protect the hands from either hazardous substances or during handling operations will be provided when identified during the COSHH or risk assessment. Typical activities where gloves must be worn are during chemical handling, handling of heavy / sharp or rough objects, welding and brazing.

RESPIRATORY PROTECTION
Respiratory protection will be required during welding / sanding / grinding and cutting operations. Managers should consult with risk assessment to identify the correct British Standard for the particular task. However, as a general guide respirators (including disposable type) meeting the requirements of EN149 – FFP2/3 should be suitable for most activities where protection against dust / metal fume and Ozone is required.

FOOTWEAR
Safety footwear, (EN 345), will be provided free of charge to employees where it has clearly been identified as required in the risk assessment. Employees are again reminded that they must take care of the equipment provided.

WET WEATHER CLOTHING
Where employees are expected to carry out work in inclement weather, protective clothing will be provided.

WORKING AT HEIGHT

Under The Work at Height Regulations 2005 managers have to assess the risks involved in any work carried out at height. Where possible working at height should be avoided. Where this is not possible risks should be lowered or removed by planning and organising work at height properly.

It needs to be emphasised that there is no safe height to work at.

Anyone who is off the ground is at risk of falling. The risk of falling exists on working platforms, all types of scaffolds, ladders, flat and pitched roofs, open steelwork and all areas where work is being carried out next to fragile materials, openings, holes and roof edges.

A site-specific risk assessment must be completed before carrying out any work at height. Each assessment should be proportionate to the risk involved, taking into account the environment and conditions of the work area, the task to be performed, the people involved and the work equipment and/or other structures to be used

General - working at height is inherently dangerous particularly when two hands are required to do the job. A working platform is safer than a ladder or stepladder. Access equipment must only set up on a firm level surface away from overhead cables and wall-mounted power lines. Adequate precautions must be taken to protect and safeguard all persons working or travelling below.

The following is a hierarchy of control measures, which should allow you to select the most appropriate methods for work at height:

- Avoid the risk by not working at height - where it is reasonably practicable to carry out work safely other than at height do so.
- Prevent falls - where it is not reasonably practicable to avoid work at height, the risk should be assessed and measures taken to allow the work to be done whilst preventing people or objects falling. This includes choosing the right work equipment to prevent falls, e.g. using platform steps as opposed to stepladder or a scaffold tower as opposed to a ladder.
- Mitigate the consequences of a fall - where the risk of people or objects remains steps should be taken to minimise the distance and consequences of such falls. This also includes the selection and use of such equipment e.g. Fall Arrest Equipment.

Ladders can be used if, after assessing the risks, the use of more suitable work equipment is not justified because of the low risk and short duration. Short duration is taken to be between 15 and 30 minutes depending upon the task.

Ladders must be of a type intended for industrial use and of adequate construction to enable them to safely carry the intended working load.

Ladders will be given a unique reference number by the relevant service and be inspected every seven days by a competent person. The ladder register must be completed after every inspection. Ladders found to have a defect must be taken out of service and quarantined until appropriate repairs are carried out or the ladder destroyed. Details of all actions must be entered in to the ladder register.

WELDING & CUTTING

FUMES
All suppliers of welding sundries should provide COSHH data sheets. Activities from welding operations produce fumes, which are hazardous to health. In an area with little air movement, it will necessary to wear appropriate face masks.

PPE
There is a high risk of eye injury and burns during welding. 100% Cotton clothing, and goggles will be worn. Cutting operations require gauntlets to be worn. People passing through the area must also wear eye protection unless a screen is in place.

EQUIPMENT
Employees are responsible to check all equipment prior to use and to replace or safely repair any faulty gas equipment. Supervisors will check equipment every 3 months. The Manager is responsible to approve purchase of gas and welding equipment.

Large amounts of gas will be delivered to site where possible, and when gas is delivered on site it must be stored safely according to site rules and BOC guidelines.

A 2 kg Powder Fire Extinguisher will be kept beside the work area at all times.

ELECTRICITY AT WORK

The Company recognises its duties under the Health and Safety at Work etc Act and the Electricity at Work Regulations, to maintain systems, plant and equipment which are safe to use when used correctly. Many factors can influence and affect electrical installations and equipment therefore, it is vital to ensure they are adequately maintained by inspection and testing as necessary.

Fixed, permanent installations into offices will be inspected, and tested where necessary, at intervals of five years. Professionally qualified electricians will carry out the work and will issue inspection and test certificates, which will be retained in the company records.

All Company owned equipment, including extension cables will be regularly inspected by the Company's appointed electrical inspector for signs of wear and damage. Competent persons will carry out any necessary repairs. Where necessary portable equipment will undergo electrical testing (PAT) to ensure continued safe use.

No employee will interfere, or misuse any electrical equipment or fittings. Employees must report faulty equipment as soon as the fault is noted. A tag or label, stating the suspected nature of the fault, should be attached to the power lead of the equipment, with the equipment immediately removed from use and sent for repair.

ELECTRICAL INSTALLATIONS ON SITE

Crew members are allowed to wire up illuminated signage to a fused spur installed on site by others and isolate circuits at the main distribution board.

NO MAINS ELECTRICITY WORK IS ALLOWED

Crew members are to report faults immediately to site supervisors or management while on site

PART 3: **ARRANGEMENTS**

WORK EQUIPMENT

GENERAL
The Provision and Use of Work Equipment Regulations 1998 applies to all types of work equipment, including lifting equipment. Work equipment covers almost any equipment used at work, hand tools, Fork lift trucks, press brakes, ladders, grinders etc. Company vehicles when used off the public highway are also classed as work equipment. The following outlines this company's policy in relation to Plant and equipment.

- Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment, which are in any way defective, must be repaired or replaced.
- All tools must be properly and safely stored when not in use.
- No tool should be used without the manufactures recommended shields, guards, or attachments.
- Approved personal protective equipment must be properly used where appropriate.
- Persons using machine tools must not wear loose clothing; jewelry or long hair in such a way as might pose a risk to there or anyone else's safety.
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

INSPECTION
Our inspection regime follows those inspection periods set by the manufacturer / supplier of the equipment and other statutory obligations. The user of the equipment will identify additional inspections. Factors to be taken into account by the user (employee) include the work being carried out, any specific risks on site that may affect the condition of the equipment and the intensity of use of the equipment.

HAND-ARM VIBRATION SYNDROME

The Control of Vibration at Work Regulations introduces legal limits for employee handarm vibration (HAV) exposure. These new regulations have been introduced to reduce the health risks associated with exposure of hand arm vibration.

The Company will:

- Make a suitable and sufficient assessment of the risk created by that work to the health and safety of those employees. The risk assessment shall identify the measures that need to be taken to meet the requirements of these Regulations.
- Ensure that risk from the exposure of employees to vibration is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.
- Provide information, instruction and training for employees.
- Provide health surveillance if required.
- Minimise the use of vibrating equipment by controlling allowable exposure times, as follows:

HAND-ARM VIBRATION
(a) The daily exposure limit value is 5 m/s2 A(8)
(b) The daily exposure action value is 2.5 m/s2 A(8)

Any member of staff who believes they may be suffering from the effects of using vibrating equipment will be required to report the symptoms to Management so that appropriate actions can be taken as soon as possible.

NOISE LEVELS

Many processes and site plant generate noise levels, which can lead to irreversible hearing damage.

The Control of Noise at Work Regulations 2005 require that an assessment be made of anticipated noise levels where workers are expected to be exposed to noise levels of 80 decibels db (A) or more. 80 db(A) is roughly a noise level loud enough to require two people standing 2 metres apart to have difficulty in hearing each other speaking in a normal voice or have to shout to be heard.

The Noise at Work Regulations 2005 requires employers to prevent or reduce risks to health and safety from exposure to noise at work.

As an employer the company will:

- Assess the risks to your employees from noise at work
- Take action to reduce the noise exposure that produces those risks
- Provide your employees with hearing protection if you cannot reduce the noise exposure enough by using other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide your employees with information, instruction and training

WELFARE FACILITIES

Whenever employees are sharing welfare facilities off site, the Site Manager or his nominee will inspect all the facilities to ensure that they are all in good working order; any complaints regarding third party welfare facilities shall be directed through the Site Manager. As a minimum the company shall supply or insist on

- Mess facilities, including facilities to heat up food, hot drinks
- Fresh drinking water
- Toilet facilities acceptable for the number of employees on site with washing facilities incorporating hot and cold running water, soap and towels
- Any problems with welfare or hygiene on site should be reported to the client

CLEANLINESS AND WASTE MATERIALS

Rubbish will not be allowed to accumulate on site. Site areas are to be cleaned of all rubbish at the end of each shift. Floors, corridors, stairs etc. must be kept clear at all times. All materials and equipment shall be returned to the designated storage area.

PART 3: **ARRANGEMENTS**

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

These regulations place legal obligations on everyone involved in the construction process including Clients, Designers, Principle Contractors, Contractors and Self Employed Contractors to provide for health and safety throughout all stages of the construction project.

In accepting these positions the company will ensure the requirements of the regulations are satisfied so as reasonably practicable.

In cases where the company is appointed as a Contractor the company will:

- Plan, manage and monitor our work to make sure they are safe from the start.
- Ensure that contractors who they appoint are informed of the minimum amount of time, which will be allowed for them to plan and prepare before starting work on site.
- Provide workers under their control with information, including about relevant aspects of other contractors work, and site induction (where not provided by a Principle Contractor), which they need to work safely, to report problems or to respond appropriately in an emergency.
- Ensure that any design work they do complies with the regulations (11)
- Co-operate with others and co-ordinate their work with others working on the project.
- Ensure the workforce is properly consulted on matters affecting their health and safety.
- Obtain specialist advice where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

Under the CDM Regulations 2015 Jonsigns will ensure that in addition to compliance when acting as a specific duty holder as above, it shall also comply with the requirements of the regulations 26 to 44 in so far as they affect the employees of the company and or any other person carrying out construction work under the company's control.

SIGNAGE INSTALLATIONS

Site installations will be carried out by a competent two man crew.

Crew members will be trained to obtain the following accreditations

(New staff will be trained over the first years employment)

- Asbestos Awareness
- CSCS Card
- IPAF Certificate
- Pasma Certificate
- Harness Training
- Emergency First Aid Training

Crew members will be supplied with an installation pack containing a:

- Risk assessment & Method Statement
- Installation Drawings
- Completed Site survey
- Dynamic Risk Assessment

PART 3: **ARRANGEMENTS**

The Dynamic Risk Assessment is to be filled out prior to any work being carried out on site.

Crew members are to follow instructions from the production office regarding on site installations and follow company procedures. The supplied Method statement is to be followed and if changes are to be made the changes need to be confirmed by an office manager prior to the work commencing.

The appropriate access equipment is to be used while on site and as stated in the method statement.

MONITORING

Jonsigns management and Health & Safety operatives will carry out regular on site monitoring of staff whilst working. The staff will be assessed without prior notice and the following areas will be looked at:

- The correct erection of scaffolding including chapter 8 barriers
- Appropriate Health & safety signage has been used
- Health & Safety is being followed whilst on site
- Paperwork is being filled in correctly as per company procedure
- Quality of work will be assessed

OFFICE SAFETY

The Company will ensure so far as reasonably practicable a safe place of work. Steps will be taken as required to ensure such places of work are kept clean, tidy and in good repair through regular maintenance as required.

VENTILATION
Adequate ventilation will be provided either natural or forced.

TEMPERATURE
A reasonable temperature will be maintained in workplaces during working hours. The temperature will be at least 16 degrees Celsius after the first hour of work.

LIGHTING
Suitable and sufficient lighting is provided at each office including passages, stairs, entrances, exits etc. Lighting is from natural light wherever possible.

CLEANLINESS AND WASTE MATERIALS
Rubbish will not be allowed to accumulate within offices. All litterbins are emptied each night. Floors, corridors, stairs etc. must be kept clear at all times.

WELFARE FACILITIES
Welfare facilities for the company, meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992. Current facilities include:

- Male / Female Toilets
- Kitchen facilities
- Rest room / canteen

DISPLAY SCREEN EQUIPMENT (DSE)
A DSE user is usually a person who spends periods of an hour or more a day working at their screen. This will

include most support staff. Workstations will be assessed to ensure that they are correctly set up. Instructions will be provided to all DSE users on how to establish a suitable working position and workstation.

Upon request we will provide employees with an eye and eyesight test. Should an employee require special corrective appliances (usually glasses) the company will pay for the cost of basic frames and single vision lenses required solely for display screen work, as identified by an optician? Spectacles prescribed for any other purpose will be at the user's expense.

Any aches and pains suffered or general discomfort at your workstation should be reported as soon as possible to HR.

PART 3: **ARRANGEMENTS**

REVISIONS

VERSION	DATE ISSUED	BRIEF SUMMARY OF CHANGE	CHANGE AUTHOR
1.42	2.01.13	Introduction of new Health & Safety Policy	Jason Telford - JLS Health & Safety Services
1.5	21.01.14	Remove JLS Health & Safety Services, insert HSEQ Manager. Updated to 2014	
1.6	26.03.14	Name of HSEQ Manager updated	
1.7	21.04.14	Updated organisational chart	
1.8	19.01.15	Updated organisational chart	
1.9	22.01.15	Date updated on 'Reporting of injuries, Diseases and Dangerous Occurrences Regulations' from 1995 to 2013 on Page 15	
2.0	13.09.16	Signage installation details added on page 22	
2.1	24.09.16	Electrical installation details added on page 19	
2.2	03.10.16	Monitoring details added on page 23	
2.3	09.12.16	Organisational Hierachy updated. Page 6	
2.4	27.02.17	H&S responsibilities changed to DP Consultancy (NE) LTD	