

## COMPANY HEALTH AND SAFETY POLICY

**Jnoad Ltd**  
K2 Norman Court,  
Burgess Springs,  
Chelmsford,  
Essex, CM1 1DR  
Tel No: (01371) 811112  
E-mail: [info@jnoad.co.uk](mailto:info@jnoad.co.uk)

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## SECTION 1 POLICY STATEMENT

- 1) It is the Company's policy that its operations shall be conducted in such a way as to ensure, so far as is reasonably practicable, that the health, safety and welfare of its employees and of any other person who may be affected by its operations are protected. This Policy will be actively pursued by the Directors and Managers and the company is committed to the prevention of injury and ill health.
- 2) The Company requires that a high standard of safety, health and welfare shall be achieved and consistently maintained both on site and at the Company's offices.
- 3) It is imperative that every employee familiarises him or herself with the content of this policy. Its effectiveness can only come from the combined efforts of us all. We expect every employee to give their full commitment and cooperation to the implementation of this policy.
- 4) The Company acknowledges the fact that safety and operational efficiency are complementary and that the use of safe working practices and accident prevention techniques are a most important responsibility of management.
- 5) The requirements of the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 and all legislation relevant thereto shall be regarded as the minimum standard of health, safety and welfare to be achieved and the company will comply with all legal and other identified requirements relating to its Occupational Health and Safety (OHS) hazards.
- 6) Protective clothing and equipment shall be made available to employees and shall be used by all employees when the nature of the work being carried out requires the use of such protective gear in the interests of health and safety.
- 7) All employees shall be encouraged to submit suggestions and ideas for improving the general standards of health, safety and welfare.
- 8) Employees have a duty under Section (7) of the Health and Safety at Work etc Act 1974 to take reasonable care for their own safety and the safety of any other person who may be affected by their acts or omissions and also to co-operate with the Company in its arrangements to perform or comply with statutory safety obligations which include adherence to the Company's Safety Policy.
- 9) All employees, regardless of status, found to be deliberately and consistently negligent in their performance of the Company's Policy on Health, Safety and Welfare may be subject to instant dismissal.
- 10) This Policy will be reviewed annually or revised and updated when new legislation or guidance is introduced.

*Mark Evans*

Signed by .....

Mark Evans (MD)

Date: 31<sup>st</sup> January 2025

## **SECTION 2 ENVIRONMENTAL POLICY**

The Company is proud of its reputation for attention to quality, health and safety and environmental concern.

Jnoad Ltd recognises the need to operate the business in a manner which, is consistent with protecting both the local, and global environment and will continue to commit the necessary financial and personnel resources to fulfil the company environmental policy stated below.

The Managing Director is personally responsible for the environment performance of the Company and this policy is signed by the Managing Director in acknowledgement of this overall responsibility.

The Company is committed to protecting the environment by complying with all relevant UK legislative and regulatory provisions and to meeting appropriate national standards. In addition, the Company has adopted a policy of pursuing a continuing improvement in environmental performance whenever the environmental gains are consistent with the resource expenditure required to achieve them.

The Company recognises that its environmental performance is dependent on the routine operating conditions and procedures. All functions of the business are therefore consistent with meeting the requirements of the Environmental Policy.

The Company has identified the following as key environmental objectives and targets and has developed a comprehensive Environmental Action Plan containing the means for achieving the objectives and targets:

- To offer advice on renewable energy technologies on all projects and implement where possible.
- To prepare analytic data from existing renewable installations undertaken including open loop and closed loop geothermal systems.

All Company personnel are trained on the environmental policy and strategy and its importance to maintaining and improving the Company's environmental performance.

The Environmental Policy Statement is circulated to all Company staff, customers, and clients.

The environmental performance of the Company is audited annually against the policy aims and specific objectives and targets set in the Environmental Action Plan. In addition, the policy is reviewed annually to take account of the findings, changes in legislation, advances in scientific and technical knowledge and changes in industrial practise.

### **SECTION 3      QUALITY CONTROL POLICY**

It is the absolute policy of Jnoad Ltd to provide products and services that fully and consistently meet the agreed requirements of our customers and ensure that the products and services comply with the defined standards and are fit for purpose.

This Quality Policy of Jnoad Ltd is implemented through the operation of the Quality Management System. The requirements of this system are binding for all Company personnel and no unauthorized alterations or deviations are permitted.

The only way to achieve and maintain this policy is for every employee, in whatever capacity, to perform their work to the highest standards at all times.

**OUR AIM IS TO GET IT RIGHT FIRST TIME, EVERY TIME, AND STRIVE FOR CONTINUOUS IMPROVEMENT**

## SECTION 4 INDIVIDUAL RESPONSIBILITIES

### 4.1 Managing Director

- a) Shall require a positive approach to Safety at all management levels.
- b) To ensure that staff receive adequate Health and Safety education and training commencing with induction training.
- c) Maintain the Company's Safety Policy on a progressive basis, ensuring that the methods of accident prevention and internal procedures are kept up to date.
- d) Maintain close contact with our health and safety advisors.
- e) Know the requirements of the Health and Safety at Work etc Act 1974, and all other relevant statutory requirements; this will be achieved via briefings, and newsletters from our safety advisors.
- f) Set a personal example during monitoring inspections by following safe working practices and recognising and praising positive behaviours

### 4.2 Senior Management/ Contracts Management

Shall implement this Policy by: -

- a) Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- b) Ensuring the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the CDM Regulations 2015 are followed and the necessary health and safety plans, risk assessments and method statements are produced and brought to the attention of the relevant people.
- c) Ensuring staff at all levels receive appropriate training.
- d) Monitoring health and safety performance through site meetings, reacting to safety adviser reports, and responding to actual site conditions observed when on routine site inspections.
- e) Holding regular meetings with employees and other site operatives to receive comments and suggestions on ways in which health and safety performance can be improved.
- f) Liaising with the Health and Safety Advisor and taking charge of problems which cannot be adequately controlled/concluded at site level, especially with regards to control of subcontractors.
- g) Setting a good personal example and having adequate knowledge of health and safety legislation relating to our work

### 4.3. Site Management (and other persons in control of the site)

- a) Understand Jnoad Ltd Health and Safety Policy and ensure it is brought to the attention of all employees, particularly new starters, through induction talks if necessary.
- b) Have adequate knowledge of and observe the requirements of the construction regulations and other legislation and codes of practice; ensuring that all statutory registers and records are maintained and that persons under your control are adequately trained to enable them to carry out their duties.
- c) Ensure that the necessary risk assessments have been carried out and recorded and that detailed method statements adopting "best working practice" approach is used for high-risk activities.
- d) Ensure that precise instructions are given to operatives, detailing what precautions/actions must be taken to minimise risk.
- e) Ensure that new employees, apprentices, young persons or occasional site workers are aware of the dangers and what precautions they must take.

- f) Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment trained first aiders or appointed persons, and the procedures, to be followed in an emergency are all in place.
- g) In planning the site layout and work, make adequate provision for welfare facilities; organise the site so that work carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and outside site hours.
- h) Carry out (or arrange for others to carry out) site induction talks for new arrivals onto site.
- i) Ensure any accident or incident is reported in accordance with Jnoad Ltd Safety Management System.

#### 4.4. Operatives and site staff

The Health and Safety at Work etc. Act 1974 requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by his/her acts or omissions, and to co-operate with Jnoad Ltd by observing the Company procedures and so enabling the company to comply with its statutory duties.

- a) Using the appropriate protective equipment (i.e., head protection, eye protection, hearing protection, safety footwear, high visibility waistcoat or jacket etc.) if required for the job.
- b) Keeping personal tools and equipment in good condition.
- c) Reporting all defects in plant, equipment, together with any unsafe acts to your immediate supervisor.
- d) Not operating any plant or carrying out any task for which you have not been trained or are unfamiliar.
- e) It is important that you feel capable of doing the task in which you are involved. If you have any doubt, you should inform your immediate supervisor.
- f) Report any injury to yourself which results from an accident at work.
- g) Taking a pro-active role in assessing Jnoad Ltd health and safety performance and suggesting ways (via your manager) in which improvements can be made.

#### 4.5. Health and Safety Advisor

To encourage a pro-active approach to health and safety matters and a positive attitude to risk management functions.

- a) To keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the company; to assist management in whatever way they can with regards to health and safety.
- b) With regards to sites, carry out regular inspections and report on their findings; assist Contracts and site Management team by advising on working methods and training requirements.
- c) If in their opinion they are confronted with a risk of imminent danger to life, then they should take whatever action they consider necessary and report the occurrence and action taken to the Management Team.

4.6. Sub-Contractors

- a) Comply with Jnoad Ltd Health and Safety Policy.
- b) Co-operate with the management team to maintain a safe working environment.
- c) Provide method statements and risk assessments for all works.
- d) Provide a copy of their Health and Safety Policy before work commences if employing more than five people.
- e) Take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or not do.
- f) Report at the earliest opportunity injuries, accidents or dangerous occurrences arising from the works being undertaken.

4.7. Members of the public, guests and visitors

- a) On arrival all visitors to sites will be made aware of the Health and Safety requirements.
- b) Copies of safety procedures will be available at sites offices.
- c) Safety helmets will be provided (if required) when visiting construction sites.



## **SECTION 5 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATION 2015**

There are 5 main duty holders under CDM 2015. These are the people (or businesses) that carry out the duties required under CDM. The CDM 2015 duty holders are:

- The Client
- The Principal Designer
- The Principal Contractor
- Designers
- Contractors

Each duty holder must coordinate and cooperate with other duty holders, to share information, like health and safety hazards and risks, and work together to achieve health and safety goals.

There are two principal duty holders, the principal designer and the principal contractor who have the overall responsibility of the other duty holders.

Although there can be multiple contractors and designers, there can only be one principal designer and one principal contractor appointed by the client.

### **5.1 DUTY HOLDERS RESPONSIBILITY**

#### **5.1.1. THE CLIENT**

- a) Appointing other duty holders and making sure their duties are carried out.
- b) Allowing sufficient time and resources.
- c) Ensuring relevant information is prepared and provided.
- d) Notify the HSA (if required).
- e) Check the CPP.

#### **5.1.2 THE PRINCIPAL DESIGNER**

- a) Keep overall control of the pre-construction phase.
- b) Have overall responsibility for the designers and ensuring they comply with CDM.
- c) Is responsible for preparing and providing information, planning, managing and monitoring the preconstruction phase health and safety arrangements.
- d) Identify and control risk during project preparation and ensuring other designers carry out their duties.

#### **5.1.3 THE PRINCIPAL CONTRACTOR**

- a) Liaise with the client and principal designer.
- b) Review the pre-construction information.
- c) Prepare and manage the construction phase plan – CPP.
- d) Organise, manage and control contractors work.
- e) Provide welfare facilities.
- f) Make sure suitable site induction is provided to each site worker before they start work on the project.
- g) Must ensure that reasonable steps are taken to prevent unauthorised access to the site.
- h) Provide management and supervision.
- i) Contribute to the health and safety file.

#### 5.1.4 THE DESIGNERS

- a) Must comply with the CDM designer duties.
- b) Must eliminate, reduce and control foreseeable risks that may arise from the design during construction or future maintenance.
- c) Must also provide information to other members of the project including information for the pre-construction information and health and safety file.

#### 5.1.5 THE CONTRACTORS

- a) Must comply with the CDM duties.
- b) Need to plan, manage and monitor the construction work under their control so that is carried out safely.
- c) Coordinate their activities with other contractors, and comply with directions from the principal contractor and principal designer.

## **SECTION 6     ARRANGEMENTS**

### **6.1       TRAINING AND EDUCATION**

Safety education and training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in the organisation is trained to perform their job effectively and safely. It is the opinion of the management that if a job is not done safely then it is not done effectively.

All employees will be trained in safe working practices and procedures upon commencement of employment and prior to being allocated any new role. Training will include information, instruction and advice on the Company procedures and the use and maintenance of personal protective equipment and emergency contingency plans.

Safety training will be provided by experienced training instructors from commercial training providers, e.g., WPS, CITB, Construction Health and Safety Group, etc. The training may be on site or at a commercial training centre.

Training records are maintained within each individual employee's personal record.

#### **6.1.1     Employees**

The Managing Director will carry out an annual review of health and safety training and education needs for all levels of staff. In carrying out the review the Managing Director will pay particular attention to persons whose role has changed, possibly due to a change in their scope of work, or possibly due to legislation. Employees taking on board additional responsibility may need additional training. The education and training needs will be agreed by the directors and budgets allocated. The Managing Director and/or other management staff will monitor that the training schedule is completed.

#### **6.1.2     Plant Operatives**

All plant operatives will be trained and certificated in accordance with the CPCS training scheme. Additional training will be carried out as required for items such as cartridge tools, and other plant and equipment as required. For operatives using mobile tower scaffolds and mobile elevating work platforms they will receive PASMA and IPAF training. Records will be maintained at Head Office.

Subcontractors required to use plant and equipment on site must provide evidence of operator training and procedures for regular testing and inspection of site plant.

#### **6.1.3     Site Induction Training**

The site manager (or his delegated representative) will carry out induction training for all new arrivals to site informing them of the significant risks identified in the health and safety plan together with the site emergency and first aid procedures. He will also cover: -

- a. The significant risks and precautions to be taken
- b. The PPE requirements
- c. Where/how to obtain additional PPE as required
- d. Details of site emergency procedures
- e. Details of site welfare arrangements
- f. Details of any method statements relevant to the actual work the person is involved in
- g. The site rules in general

Confirmation of the site induction will be recorded in the induction register.

## 6.2 MONITORING AND REVIEW OF SAFETY PERFORMANCE

The Managing Director, Contracts Managers, site managers and the Health and Safety Advisors have specific responsibility to monitor the implementation of the Jnoad Ltd health and safety policy and to review the company's performance. To assist in this process the regular meetings will be held and will cover:

- a) Review of any significant accidents or incidents and identify if a procedural change is required.
- b) Review of any comments from the Health and Safety Executive (HSE), clients or other parties.
- c) Review of last period's safety objectives and determine if they have been achieved.
- d) Review any new legislation, guidance notes, or HSE initiatives.
- e) Review the Safety Management System, working procedures and training requirements, as appropriate.
- f) Set safety objectives for next period.

## 6.3 CONSULTATION WITH EMPLOYEES AND SUBCONTRACTORS

### 6.3.1 Employees

Jnoad Ltd has a pro-active approach to health and safety and recognises the benefits of employees having a significant input into the company health and safety procedures. They also play a vital role in providing feedback on actual performance and identifying hazards that may have previously been missed.

Jnoad Limited will consult employees in good time on health and safety matters, and in particular:

- a) When introducing measures which may affect health and safety
- b) The appointment of competent persons
- c) The provision of health and safety training
- d) The health and safety consequences of new technologies

On site all employees (and subcontractors) will receive a site induction. On major sites this will be undertaken by the site manager or his representative.

The induction will cover: -

- a) Site rules and PPE
- b) Welfare facilities
- c) First aid arrangements and emergency procedures
- d) The significant risks identified in the safety plan
- e) Relevant method statements
- f) Details of the arrangements for consultation

Throughout the project, all employees and contractors will be encouraged to continually liaise with the site manager to assist in the identification of any health and safety hazards that have not previously been identified.

### 6.3.2 Subcontractors

Under the Construction (Design and Management) Regulations 2015, subcontractors have to be competent and Jnoad Ltd has a target of 100% CSCS card holders for site personnel. In addition, Jnoad Ltd has to provide details of the significant risks that they will encounter on site. This will be achieved via the project health and safety plan.

When subcontractors are submitting their proposals to Jnoad Ltd they will be asked to provide information about any significant risk their work will produce. These will be subject to an acceptable method statement and, if required an amendment or addition to the project safety plan. In this way there is an exchange of information before the subcontractor begins work. This flow of information and joint consultation must continue throughout the project.

On large projects this may require a formal safety meeting with minutes etc. However, on small projects (with one or two subcontractors working under Jnoad Ltd control there is no need for a formal safety meeting. The site manager will still discuss health and safety matters with the subcontractors and give them an opportunity to comment etc.

#### 6.4 REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES

There are a number of reasons why it is essential that all accidents/incidents are recorded and where applicable reported. These include: -

- a) Jnoad Ltd requirement to assist in monitoring health and safety performance.
- b) Legal requirements to report certain specified injuries, ill-health and dangerous occurrences to the Health and Safety Executive (RIDDOR 2013).
- c) Insurance company requirements to notify them and keep details for potential claims.
- d) Department of Social Security requirements to keep details of all accidents in the workplace accident book.

Therefore, all accidents and incidents should be recorded in the Jnoad Ltd accident book, no matter how trivial the incident, and for accidents that result in lost time or damage the Jnoad Ltd incident report forms should be completed. Each site manager is responsible for ensuring that any accident involving Jnoad Ltd staff is entered into the accident book and to inform the Managing Director of any such accident.

##### 6.4.1 All Accidents and Incidents

All accidents/incidents which occur on premises or site under the control of Jnoad Ltd should be entered in the accident book, no matter how trivial and irrespective of whether the injured person is an employee, self-employed, subcontractor or authorised visitor.

##### 6.4.2 Incidents Involving Members of the Public, Visitors and Unauthorised Visitors

If any member of the public, visitor or unauthorised person is involved in an incident or is injured, details must be entered in the accident book and Jnoad Ltd incident notification form completed. The site manager should also notify Jnoad Ltd Managing Director as soon as possible to discuss whether a full investigation is required by the Health and Safety Advisor and action accordingly.

If the incident is such that the injured person has to be taken to hospital (by whatever means) the incident must be reported to the Health and Safety Executive and confirmed within 10 days via the HSE's website reporting system.

##### 6.4.3 Incidents Reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

In the event of a serious incident the procedure describes what must be done to ensure that a thorough accident investigation is implemented.

All accidents/incidents shall be investigated by the senior managers supported by the safety adviser with the following objectives:

- a) To determine the root causes to prevent any recurrence.
- b) Provide adequate information for reporting under RIDDOR.
- c) To assist the enforcing authorities in their investigation.
- d) To provide information to the company's insurers in respect of any compensation claim.

The level of investigation will be determined by the seriousness of the incident but as a minimum shall consider the following:

- a) The root causes
- b) Who was involved, including any witnesses
- c) When did the incident occur
- d) Why did it occur
- e) What measures must be taken to prevent a recurrence and if these were already in place why were they not followed

## 6.5 FIRST AID AND WELFARE REQUIREMENTS

### 6.5.1 First Aid Box

A standard first aid box of a size appropriate for the numbers on site will be provided at the start of each project. If the site is of a special nature, additional items will be provided as required.

It is Jnoad Ltd policy to have a trained first aider on all sites. In general, this will be the site manager. Notices will be posted indicating the location of the first aid box and the names of the trained first aiders.

### 6.5.2 Welfare Facilities

The following will be provided as minimum facilities on all sites, where welfare is provided by the client agreement on their use should be obtained.

- a) A canteen room with facilities for warming food and boiling water for drinks
- b) Seating area
- c) Facilities for storing
- d) A toilet unit with facilities for washing

### 6.5.3 Drinking Water

An adequate supply of fresh drinking water must be provided. If normal mains running water is not available, then a supply of water should be provided via containers which are clearly marked "DRINKING WATER".

## 6.6 FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

### 6.6.1 Site Operations

All potential fire hazards will be identified in the initial fire risk assessment and steps will be taken to remove the hazards from site or to minimise the risks. Jnoad Ltd will develop a site fire safety plan that will detail how the risk of fire will be managed for each project. This plan will be reviewed and updated as the project develops. Fire detection and firefighting equipment shall be made available as early in the project as is reasonably practicable and shall be suitable and sufficient for the nature and complexity of the project.

As part of the site control measures Hot Work Permit shall be used. This shall be issued by the Site Manager before any hot work is permitted on site. Hot works are defined as any work which creates heat, sparks or flames such as cutting, grinding, welding, soldering or brazing. It also includes use of hot air guns whereby the surface temperature of the material being heated may combust.

If sub-contractors have to carry out work which increases the risk of fire, then fire extinguishers may be required local to the work area. The sub-contractor doing the work should ensure all loose flammable materials is moved away from the area and have their own suitable fire extinguisher close-by and available for immediate use should the need arise

### 6.6.2 Emergency Procedures

As Principal Contractor Jnoad Ltd will produce emergency procedures for the project and these will be detailed in the Construction Phase Plan. All employees and contractors will be advised of these procedures via the site induction. If Jnoad Ltd is working as a contractor on a site under the control of a Principal Contractor, then Jnoad Ltd, and their subcontractors, will follow the emergency procedures laid down by the Principal Contractor for that project.

### 6.6.3 Office

The Managing Director will ensure that the appropriate number of fire extinguishers together with a fire alarm system is provided. Notices will be posted stating the evacuation procedures together with names of the fire wardens for the various sections of the buildings. Appropriate fire drills and alarm tests will be carried.

The Managing Director will ensure that fire equipment is well maintained, tested and inspected on regular basis.



## 6.7 RISK ASSESSMENTS

Jnoad Ltd shall carry out site specific Risk Assessments for all activities carried out by the Company's employees. All personnel including employees, subcontractors and members of the public will be considered in the risk assessment procedure. While carrying out the risk assessment we will consider the hazards (something with a potential to cause harm) and the risks (likelihood of the accident happening and severity of injury or harm). The procedure to be used is based on a scale of Low, Medium or High considering likelihood and severity to calculate the risk factor. Where high risks cannot be mitigated sufficiently by workplace precautions, a safety method statement, the safe system of work to be followed, will be produced.

Subcontractors are required to provide their risk assessments and method statements to Jnoad Limited for review and comment. These documents shall be used to monitor subcontractor performance on site.

Jnoad Ltd will always seek to eliminate or reduce the risks to health from noise, hazardous substances and will consider health surveillance as a method of risk control when necessary.

## 6.8 ELECTRICITY

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous, and it is therefore the company's intention to reduce the risk as far as is possible.

The implementation of this policy requires the total co-operation of all members of management and staff, as well as any contractors employed to carry out work involving electrical systems and/or equipment.

Where a problem arises related to electricity at work employees must inform their manager immediately and the Company will then take the necessary measures to investigate and remedy the situation.

Jnoad Ltd will:

- a) Ensure that portable equipment is inspected and tested as frequently as required to maintain it in a safe condition (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e., how carefully it is handled)
- b) Forbid all work by the Company's staff on electrical equipment unless they are competent to do so.

## 6.9 EQUIPMENT

All Jnoad Limited plant and equipment will be inspected regularly by the site manager (or his delegated responsible person). The site manager will be responsible for ensuring all equipment and plant are maintained and repaired where necessary. Hired equipment will be subject to the same controls, as Company owned.

Subcontractors will be monitored by the Contracts Manager and Site Manager to ensure that they inspect and maintain their plant and equipment in a safe condition.

#### 6.10 PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE will be provided to all employees where the need is identified through risk assessment. Any reduction in the standard of PPE required on site must be supported by a risk assessment completed by the site manager and reviewed on a weekly basis.

All employees must use and wear the personal protective equipment that has been provided in order to fulfil their legal responsibilities and they are required to take reasonable care of it. Facilities for the storage of PPE will be made available at our sites/projects. If PPE becomes damaged, worn out or lost this should be reported to the Site Manager so that replacement PPE can be provided.

#### 6.11 WORK IN OCCUPIED PREMISES

Work in occupied premises will be carried out in accordance with the appropriate statutory provisions, considering the safety of the occupants, who may not be aware of the hazards from the work being undertaken, in particular:

- a) Noise
- b) Use of portable electrical equipment
- c) Alterations to fire exit routes
- d) Use of access equipment
- e) General housekeeping

Channels of communication will be set up with building occupiers/tenants and where practicable access to working areas prevented.

#### 6.12 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

A hazardous substance is any substance, natural or manmade, in solid, liquid, powder, dust, gas, fume or vapour form that can cause injury or ill health. Many substances used in the construction industry are potentially hazardous to health and must be properly assessed.

Jnoad will eliminate or, so far as is reasonably practicable, control the risks to health of any person from hazardous substances used in or arising from our work activities.

Risk assessment will be carried out to find out whether:

- a) exposure to a substance can be eliminated
- b) what substances are present and in what form
- c) what harmful effects are possible
- d) who could be affected and for how long
- e) what precautions need to be taken to comply with COSHH Regulation
- f) if alternative work methods can reduce exposure
- g) if a less hazardous substance can be used

If exposure to hazardous substances cannot be prevented, it will be reasonably controlled by:

- a) using partial enclosure and extraction equipment
- b) general ventilation
- c) using adequate PPE: dust masks, respirators, protective clothing
- d) using safe system of work and handling procedures

Arrangements will be made for the safe storage and disposal of any substance used. Details of any precautions needed, PPE or other specific instruction for the usage, storage, disposal or emergency first aid procedures will be passed on to employees who may be affected by any substances used.

Jnoad Ltd ensure that all employees who may be exposed to any substances hazardous to health receive sufficient information, instruction and training so they know the risk and the precautions they must take.

All employees are responsible for using the controls identified in the COSHH assessments. If they consider that controls identified in COSHH assessment are not sufficient to reduce the risks to their health, they should inform management immediately.

#### 6.13 MANUAL HANDLING

Manual handling is the name given to tasks involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. Anyone involved in the moving and handling of goods could be at risk of injury. Therefore, wherever possible Jnoad Ltd will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means.

Where it will not be reasonably practicable to lift or move loads by mechanical means, tasks will be assessed and helping equipment will be provided to reduce risk and all employees will be provided with training in handling techniques.

Employees have a responsibility to:

- a) make proper use of equipment provided for their safety
- b) follow safe system of work
- c) inform Jnoad management if they identify hazardous manual handling activities
- d) take care to ensure their activities do not put themselves or others at risk