



HEALTH AND SAFETY POLICY

Provided by



Approvals

The signatures below certify that this procedure has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Ellis Arnett CMIOSH		Health and Safety Consultant	15/03/2019
Reviewed by	Matt Merrison		Health and Safety Consultant	14/03/2020
Approved by	Phil Hayward		Kirkman & Jourdain Director	16/03/2020

Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date
P16	Referenced RIDDOR 2013	2	22/02/2016
P17	Updated CDM 2015 to cover just main duties and new notification requirements	2	22/02/2016
P10	New health and safety support plan.	3	20/03/2017
P22	Added Drugs and Alcohol	4	15/03/2019

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Introduction

This document sets out the safety management strategy to be adopted by

Kirkman & Jourdain Ltd
150 Brooker Road
Waltham Abbey
Essex
EN9 1JH

This policy document has been prepared to define the way Kirkman and Jourdain will manage Health & Safety and meet the requirements of Section 2 (3) of the Health & Safety at Work Act 1974.

The policy is split into three sections:

1. **Director's Statement of Intent** which sets out our businesses commitment to manage our risks and meet our legal duties.
2. The **Organisation** section states who is responsible for what and informs people of their duties. It is the chain of command in terms of Health and Safety Management.
3. The **Arrangements** section contains the details of what we are going to do in practice to achieve the aims set out in our statement of intent. It will detail our arrangements for implementing the policy.

To accompany this policy all Kirkman and Jourdain Ltd Employees are issued an Employee Health and Safety Handbook. This provides greater detail on the company's Health and Safety arrangements.

1. CEO Statement of Intent

Health and Safety is an important function of our business and every employee is accountable for the company's Health and Safety performance.

Kirkman and Jourdain Ltd will, so far as is reasonably practicable,: -

Continuously improve in Health and Safety performance through the constant development of Kirkman and Jourdain's Health and Safety management system.

Ensuring that;:-

- Hazards are identified, assessed and controlled to reduce the risk to which employees and others may be exposed.
- All employees are involved in the development of the safe working practices which are part of a comprehensive risk management process.
- A positive Health and Safety culture through communication and consultation is developed.
- Safe plant and equipment are provided and maintained.
- Safe handling and use of substances.
- Information, instruction, supervision and training are provided to develop employees as a key resource and improve competence.
- So far as is reasonably practicable, prevent accidents and cases of work-related ill health
- Safe and healthy working conditions are maintained.

Responsibility for monitoring compliance with this policy rests with the company management. This is accomplished by site inspections, reports by the management team and assistance when requested from TEAM Safety Services Ltd.

This policy will be reviewed at least annually or after any major change.

At Kirkman & Jourdain we know our most important resource is our staff, with an experienced and motivated team we are able to provide consistently good service project after project. From electricians and plumbers to carpenters roofers and handy people, all our team are PAYE employees each with their own fully equipped and livered company vans, CSCS carded and DBS checked at enhanced level.

For more than 30 years we have been pleased to work closely with some of the best known organisations in the country including; University College London, Kings College London, University of Cambridge, London Borough of Waltham Forest, Nandos and the Royal Mail.

We have a total commitment to good Health & Safety practice and handing over projects in good time, on budget and problem free. And with over 70% of our business as repeat business, time and time again they'll experience the same high standards.

Kirkman and Jourdain will provide safe and healthy working conditions for all employees and will take positive action to ensure that our work does not adversely affect other contractors, occupiers of buildings and the public.

The Company will co-operate with all those with an interest in health and safety, other employers, clients, designers, contractors and the enforcing authorities.

Health and safety is the responsibility of everyone, we believe that we should work in a safe manner to ensure that our actions do not present any risk or harm to our colleagues, customers, contractors, and the general public.

The company will ensure that all persons are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and any necessary training.

To provide the company with additional assistance in health and safety matters, we will utilise the services of our specialist health and safety consultants when necessary.

Our policy and procedures will be regularly reviewed and amended as required in order to ensure company compliance with Health & Safety legislation and to reflect any changes to the business. To ensure this, the policy and the way in which it has operated will be Reviewed every year.



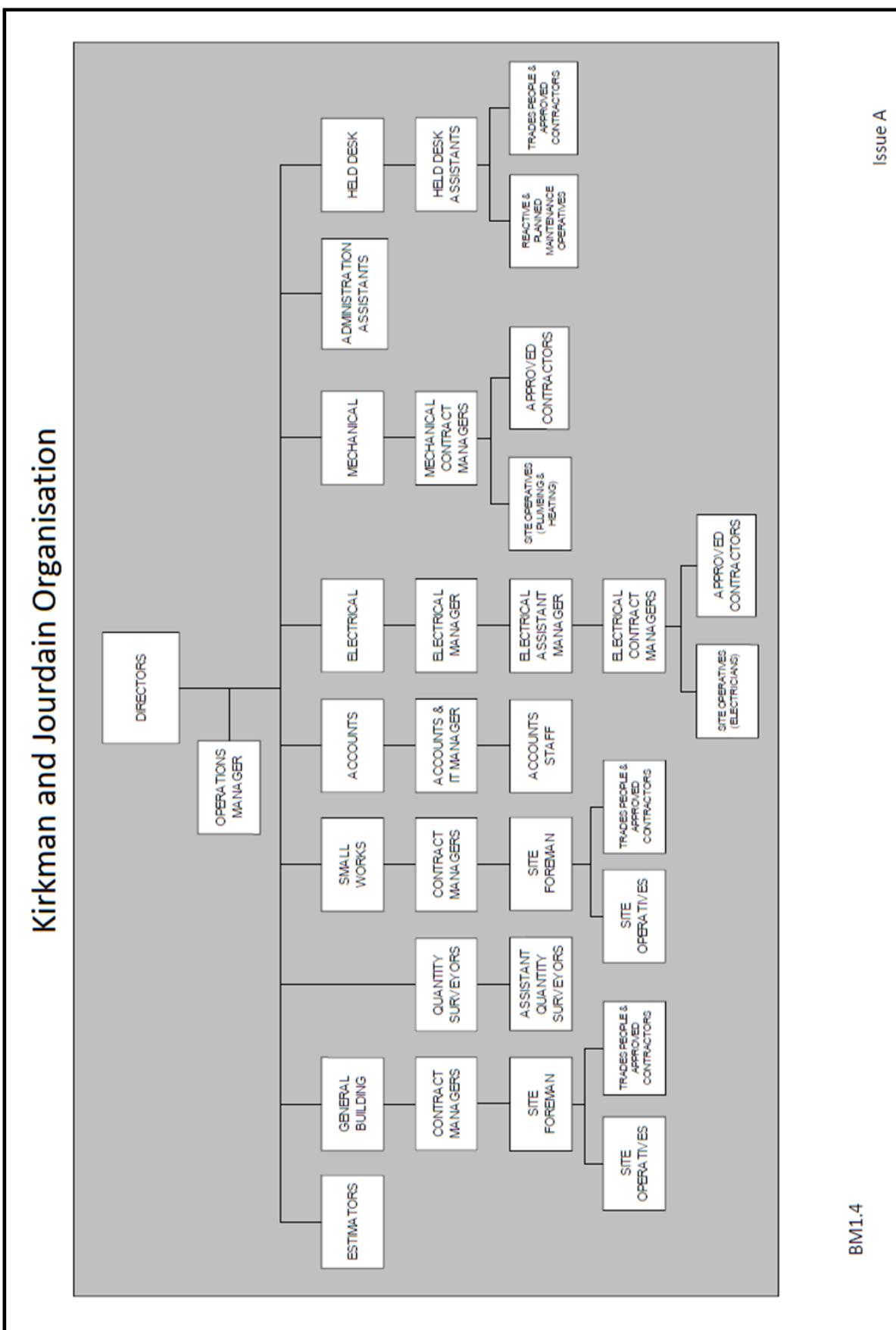
Dated: 15 March 2020

Signed:

Mr P Hayward
Director

Next planned review date: 14 March 2020

2. Organisation



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Issue A

Overall responsibility for Health and Safety and ensuring that day-to-day this policy is put into practice is that of Mr. P Hayward.

To ensure Health and Safety standards are maintained / improved, the following people have responsibility in the following areas:

The Company Directors shall:

- Ensure that there is an effective policy in existence for managing health, safety and environmental compliance.
- Periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- Arrange for suitable, competent advice on Health, Safety, Occupational Health and Environmental issues and ensure that it is acted upon.
- Ensure that adequate personnel, funds and materials are provided to meet the defined health, safety and environmental requirements.
- Ensure that responsibility for managing and implementing health, safety and environmental matters is properly assigned and accepted at all levels.
- Establish an effective health, safety and environmental management programme, take a direct interest in the programme and publicly support all persons carrying it out.
- Ensure that the Company Health, Safety and Environmental Management programme is understood at all levels.
- Ensure adequate Welfare and First Aid facilities, check the accuracy and completeness of statutory notices and registers and ensure that the provisions of all relevant legislation are adhered to.
- Ensure that all employees are adequately trained to be aware of hazards in the workplace.
- Ensure that adequate supervision is given at all times, particularly where young and inexperienced workers are likely to be affected by the activities of Kirkman and Jourdain.
- Ensure that suitable accident and environmental threat Investigations are carried out by competent persons.

Surveyors shall:

- Surveyors are responsible to the Directors for all aspects of health and safety within their area and are to keep them fully informed.
- Understand and comply with this policy.
- Ensure that all persons under their control understand their responsibilities.
- Inform the Directors or Contracts Managers of any training requirements needed.
- Comply with all legislations including Construction (Design and Management) Regulations 2015
- Confirm that Contractors comply with this policy and to bring to their attention any shortcomings.
- Ensure that plant operators have licences and have undertaken training.
- Communicate with all relevant parties.

Contracts Managers and Site Managers shall:

- Contracts Managers are responsible to the Directors for all aspects of health and safety within their working area and are to keep them fully informed.
- Understand and comply with this policy.
- Ensure that all persons under their control understand their responsibilities.
- Supervise all persons as necessary to ensure that they are working safely and using the correct equipment.
- Confirm that Contractors comply with this policy and to bring to their attention any shortcomings.

- Carry out risk assessments and inform persons in their charge or who may be affected by their work of any hazards that may arise and the necessary precautions needed.
- Ensure compliance with any notice issued by the Health and Safety Executive or Environmental Health Department and inform the Directors as soon as possible.
- Ensure that all forms required by health and safety legislation and by the Company are issued and kept up to date.
- Comply with all legislation, including Construction (Design and Management) Regulations 2015
- In particular, ensure that other Managers and Surveyors comply with their responsibilities under the Construction (Design and Management) Regulations 2015 and keep the Directors fully informed.
- Periodically check and monitor the work and its control to ensure adherence to health and safety legislation and the Company's Policy, arrangements and safe system of work manual.
- Perform or assist in investigations of all accidents and near misses as appropriate with a view to preventing their recurrence.
- Inform the Directors of any training requirements needed.
- Ensure that plant operators have licences and have undertaken training.
- Communicate with all relevant parties.

Health & Safety Advisor shall:

- The Advisor is responsible to the Directors & Operations Manager for all aspects of health and safety within the head office and yard environment and is to keep them fully informed.
- Understand, comply with and implement this policy.
- Carry out regular visual checks of the head office and yard areas, rectify any issues as appropriate and inform the Directors of any concerns.
- Ensure that all persons are provided with appropriate instruction and training regarding the provision, location and use of safety and emergency equipment in particular fire and first aid procedures.
- Ensure the Company's plant is serviced as required and documented.
- To maintain the statutory documents and records of injuries, diseases, dangerous occurrences etc and carry out investigations.
- Ensure that any hazardous substances used within the area of responsibility have been recorded and any COSHH Assessments (Control of Substances Hazardous to Health Regulations 2002) are complied with.
- Ensure that Display Screen Equipment assessments are carried out for all computer users and maintain records as required.
- Ensure that persons are fully trained within their responsibilities and arrange any further training required.
- To fulfil their duty as office fire marshal and to undertake any continual training required to perform this role.
- Communicate health and safety issues with the Operations Manager and all other relevant parties.

Operations Manager shall:

- The Operations Manager is responsible to the Directors and shall oversee health and safety within the head office environment as detailed
- Ensure that regular fire drills, testing and maintenance of firefighting and detection equipment is completed and appropriate records are maintained.
- The implementation of the relevant parts of this policy.
- Ensure that all persons under their control understand their health and safety responsibilities.

- Understand and comply with this policy.
- Ensure that all persons under their control are provided with appropriate instruction and training regarding the provision, location and use of safety and emergency equipment.
- To fulfil their duty as office fire marshal and to undertake any continual training required to perform this role.
- Ensure that persons are fully trained within their responsibilities and inform the Directors of any training requirements needed.
- Communicate health and safety issues with all other relevant parties

Site Foreman shall:

- Site Foremen are responsible to the Directors and Contracts Manager for all aspects of health and safety within their working area and are to keep them fully informed.
- Understand and comply with this policy.
- Ensure that all persons under their control understand their responsibilities.
- To ensure that the work is carried out in a safe, proper, efficient and economical manner, on programme and to the Clients expectations.
- Liaise with Clients and others to provide the first line of contact with the site for all contract management and health and safety matters.
- To provide the link between the head office and site.
- To properly manage and be responsible for all aspects of the work under their control, including employees, contractors, visitors, material deliveries, plant, etc. and with all relevant records maintained.
- To arrange with the Contracts Manager the staffing levels and to inform them of any training requirements needed.
- Ensure compliance on site with the requirements of health and safety legislation and the Company's policy, arrangements and safe system of work manual, with particular regard to the Construction (Design and Management) Regulations 2015
- To bring any changes in documentation to the attention of all on site.
- To assess the Company's contractors for health and safety knowledge and compliance on site and to keep the Contracts Manager fully informed.
- Ensure approved risk assessments and method statements are available prior to commencing work and that persons are suitably qualified / trained.
- Monitor site conditions to ensure compliance with health and safety and that all aspects of the Company's obligations, in particular for fire risks, are met.
- To advise the Contracts Manager of changes to design and/or programme caused by site conditions or client requirements.
- To hold site meetings and/or deliver 'Toolbox Talks' as required by the work and to emphasise any health and safety aspects during both.
- To ensure that all operatives and contractors act in a safe manner with due regard to their own personal safety as well as that of others.
- To ensure that all the Plant and Equipment is fully certificated and fit for the intended purpose.
- To ensure that all employees are issued with and wear the correct and properly maintained Personal Protective Equipment (PPE) for the task in hand.
- To ensure Contractors provide and use the correct and properly maintained PPE for the task in hand.
- To liaise with the Client (or their representative) and others to ensure fire, emergency and site safety procedures are in-place and that proper site inductions are implemented.
- To report all accidents, near misses or ill health that occur on site to the Advisor on the same day.
- To maintain a clean and tidy site including welfare facilities that ensures the safe use and movement of plant, equipment and personnel.

Drivers shall:

- Drivers are responsible to the Directors and Contracts Manager for all aspects of health and safety within their working area and are to keep them fully informed.
- Ensure any vehicle defect is reported immediately to the Fleet Coordinator at head office.
- Make regular inspections of the vehicle for obvious defects.
- Drive in a safe manner at all times and adhere to the speed limit.
- Adhere to all requirements of the Highway Code.
- Do not drive if under the influence of Alcohol and/or drugs (including prescription drugs if they affect safe driving)
- Ensure before reversing that there are no obstructions or people behind the vehicle.
- Report all accidents or damage to the Fleet Coordinator at head office, however minor.
- Ensure that any load is well secured and do not overload the vehicle.
- Do not carry unauthorised passengers.
- You shall not drive if you do not hold the appropriate licence.
- Ensure the vehicle is kept in a clean and tidy condition.
- Ensure all relevant signage including safety signage is clearly displayed.
- Ensure there is no smoking in the vehicle.
- Ensure firefighting equipment and first aid provisions are appropriate, in good order and secured in a safe and easily accessible location.
- Inform line manager of any safety equipment defects or requirements.
- The Company shall ensure adequate insurance cover is in place for all company vehicles.
- Drivers are not permitted to use Company vehicles out of Company working hours unless on an emergency call out on behalf of the Company and/or with prior consent from the Directors.
- The Company is not responsible for Drivers own tools left in company vehicles.

All Kirkman and Jourdain Employees:

In order to meet the duties laid on all employees by the various legislations, all employees shall:

- Co-operate with all managers on Health and Safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own Health and Safety and report all Health and Safety concerns to an appropriate person (as detailed in this policy statement);
- Read and understand the Company Health and Safety Policy and carry out their work in accordance with its requirements;
- Use the correct tools and equipment for the job;
- Keep work equipment in good condition;
- Immediately report to any member of the management team any defects in plant or equipment;
- Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use;
- Warn other employees, particularly new employees and young people, of particular known hazards;
- Report any injury to yourself which results from an accident at work, even if the injury does not stop you working;
- Undertake any training provided.

All Other Persons on Company Controlled Sites or Premises:

- All contractors, visitors and others in a work area controlled or occupied by Kirkman and Jourdain are required to comply with their duties under the Health & Safety at Work Act, the various Environmental Acts and all subsidiary legislation in so far as it affects them.
- Observe the Company Safety Rules and Procedures and any instructions given by any employee enforcing the Company Health & Safety Policy.
- To work on the premises only after the relevant safety rules and procedures are communicated, understood and accepted.
- All contractors selected by Kirkman and Jourdain will be approved and audited on their Health and Safety policies and procedures. Only contractors deemed as "suitable and sufficient" will be selected to complete works for or on behalf of Kirkman and Jourdain.
- Only contractors on the 'Kirkman and Jourdain Approved Contractors Register' can be selected to complete any works for the organisation.

Health & Safety Consultant

Name: TEAM Safety Services Ltd

Title: Health and Safety Consultants / Trainers

Responsibilities when requested by Kirkman and Jourdain:

- Provide advice and assistance with regards to health, safety and environmental issues;
- Carryout safety inspections and audits ensuring that any improvements resulting from such inspections are dealt with within the required time frame;
- Conducting accident incident investigations if required;
- Provide the company with up to date information and changes in legislation;
- Monitoring compliance with safe work procedures;
- Advise management on the preparation, circulation and review of a company safety policy for health, safety and welfare, including the organisation and arrangements for carrying out the policy;
- Give advice to management as requested on legal requirements affecting health, safety and welfare;
- Assist management in any dealings with the Health and Safety Executive;
- Carry out investigations of serious accidents in accordance with company policy and prepare and provide statistics;
- Provide advice on training requirements and deliver training courses where required;
- Endeavour to establish at all levels within the company an understanding that compliance with the regulations and prevention of injury and damage is a profitable and essential integral part of business and operational efficiency.

TEAM Safety Services will also provide in-house support when requested by the advisor. The purpose of this extra support is to assist Kirkman and Jourdain to implement an improved health and safety culture within the organisation.

Company Specific Health and Safety Responsibilities

First Aiders: A first-aider is someone who has undertaken training appropriate to the circumstances. They must hold a valid certificate of competence in either:

- first aid at work
- emergency first aid at work
- any other level of training or qualification that is appropriate to the circumstances

Kirkman and Jourdain will ensure a suitable provision of EFAW first aiders within its workplaces. Emergency first aid at work (EFAW) training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.

Certificates for the purposes of first aid at work last for three years. Before their certificates expire, first-aiders will need to undertake a requalification course as appropriate, to obtain another three-year certificate. Once certificates have expired the first aider is no longer considered to be competent to act as a workplace first aider.

Duties of a Kirkman and Jourdain First Aiders –

- Ensure your Information is posted at your Department's First Aid Station Board (include your phone extension).
- As a first aider you are expected to respond to first aid emergencies within the limits of your training.
- Arrange without delay medical assistance (calling 999) unless injury is so minor it can be handled without professional attention.
- Render appropriate first aid and CPR as necessary.
- Discharge treatment without endangering the life or health of the casualty or first aider.
- Report incident and treatment given by completing the Kirkman and Jourdain Accident Form. Send completed form to the Health & Safety Advisor.
- Report any first aid supplies needed to the Person in Charge of the First Aid Station.

First Aiders will be signed at the entrance to each premise on the Kirkman and Jourdain Health and Safety Notice Board.

Person(s) in Charge of First Aid Stations/Kits Shall:

- Check on condition of first aid station regularly.
- Inspect first aid station kits every 3 months (Jan, April, July and October).
- Record date of inspection on the inspection card.

Fire Marshals: There are 3 main things that Kirkman and Jourdain fire marshals should be doing, these are:

1. *Maintaining good housekeeping and hazard spotting.*
2. *Checking that all maintenance and testing is taking place.*
3. *In the event of an alarm or a fire to keep staff safe.*

Good housekeeping and hazard spotting:

Good housekeeping ensures an unobstructed escape route and that hazards are minimised to reduce the risk of a fire like:-

Rubbish management - keeping combustible rubbish away from heat sources. Ensure flammable liquids are managed correctly, windows are kept closed when not in use, looking for signs of arson, storage in escape routes doesn't happen and that fire doors are kept shut.

This is not an exhaustive list and prospective fire marshals should go on appropriate training courses regularly.

Maintenance and testing:

Daily: clear escape routes, fire exits unlocked and can open fully, safety signs are visible, escape lights work correctly, fire alarm panels are functioning, fire extinguishers are in place and clearly marked.

Weekly: Fire doors function correctly, fire doors are visually inspected, and fire alarm is tested.

Periodic checks: fire drills are carried out, assistance is available to evacuate disabled people, and any changes in working practices are reported to the responsible person.

All checks *must* be recorded and logged and reported to the Kirkman and Jourdain Responsible Person.

In the event of a fire: Fire Marshals play a critical role in ensuring that the evacuation procedure is followed correctly.

When the fire alarm sounds they should:

1. Encourage staff and visitors to evacuate the area promptly and make sure anyone with a disability is assisted.
2. Make a quick but thorough check that their area is clear of people by checking areas like walk in cupboards, toilets and offices.
3. Ensure heat generating equipment is turned off.
4. Close windows and doors if safe to do so.
5. Report your area is clear.
6. Go to the assembly point with staff lists in order to take a roll call.
7. If applicable report your information to the Kirkman and Jourdain Responsible Person and the fire and rescue service.
8. Ensure no one re-enters the building.

All Kirkman and Jourdain Fire Marshals will be clearly briefed of their fire strategy for their specific premise or site.

Kirkman and Jourdain's Fire Marshals will be signed at the entrance to each premise on the Kirkman and Jourdain Health and Safety Notice Board.

Fire Log Book Management:

The Regulatory Reform (Fire Safety) Order 2005 requires the 'responsible person' for any premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair. The Order requires that tests, maintenance and safety training are capable of being audited to ensure they are being carried out.

The fire safety log book has been prepared to assist the 'responsible person' in co-ordinating and maintaining a fire safety record keeping system.

Whilst this book is not comprehensive it seeks to cover the main requirements for demonstrating compliance with current fire safety legislation in respect of keeping fire safety records.

The log book should be kept up to date and readily available for inspection or audit by the local Fire Authority as and when required.

It should be noted that it is an offence for a person to knowingly make a false entry.

The Kirkman and Jourdain responsible person for the management of the fire log will be the Operations Manager.

Equipment Checks and Compliance:

The purpose of an inspection is to identify whether work equipment can be operated, adjusted and maintained safely – with any deterioration detected and remedied before it results in a health and safety risk. Not all work equipment needs formal inspection to ensure safety and, in many cases, a quick visual check before use will be sufficient. However, inspection is necessary for any equipment where significant risks to health and safety may arise from incorrect installation, reinstallation, deterioration or any other circumstances.

Kirkman and Jourdain's equipment has been separated into two types; Office based and Construction based. The named employees for ensuring that suitable and sufficient equipment checks take place are:

Office based – Advisor

Construction based – Responsible Site Manager

Safe Site Checks (site based activities, working environment, footpaths, etc):

The purpose of these checks is to ensure a safe and healthy work environment. Safe site checks will be completed once a month (or as when is required) and will be formally recorded. Each Kirkman and Jourdain premise or site will complete a Safe Site Check and these will be recorded locally and sent to Health & Safety Advisor.

Persons responsible for ensuring these checks are completed are:

Kirkman and Jourdain Office – Health & Safety Advisor

Kirkman and Jourdain Sites – Site Manager

Processes and Procedures:

It is of the upmost importance that Kirkman and Jourdain's policies and procedures are imbedded into the Company's custom and practice. To ensure this Kirkman and Jourdain will ensure that their policies and procedures are reviewed by an internal team regularly. All new processes and policies will be agreed and working practices will be monitored to ensure workplace hazards and risks are managed as far as is reasonably practicable.

Health & Safety Advisor will review all policies and procedures annually and will internally audit compliance at regular intervals.

Welfare Facilities:

Kirkman and Jourdain will provide adequate toilet and washing facilities for our employees. This will include:

- enough toilets and washbasins for those expected to use them,
- where possible, separate facilities for men and women
- clean facilities,
- a supply of toilet paper and, for female employees, a means of disposing of sanitary products,
- facilities that are well lit and ventilated,
- facilities with hot and cold running water,
- enough soap or other washing agents,

- a basin large enough to wash hands and forearms if necessary,
- a means for drying hands, e.g. paper towels or a hot air dryer,
- showers where necessary, e.g. for particularly dirty work.

Persons responsible for ensuring this are:

Kirkman and Jourdain Office – Operations Manager
Kirkman and Jourdain Sites – Site Manager

Management of Visitors:

Due to the known hazards and risks with the Kirkman and Jourdain sites the safe management of visitors is key to ensure their safety. To ensure that the safety of visitors to Kirkman and Jourdain sites the following controls have been implemented.

- All visitors must sign in and out of any Kirkman and Jourdain premise/site,
- All visitors will receive the Kirkman and Jourdain Visitor Induction,
- All visitors will be accompanied by their Kirkman and Jourdain host,
- No visitors will enter a high risk area without permission from Kirkman and Jourdain and the required safety controls.

The safe management of visitors on site is the responsibility of:

Kirkman and Jourdain Office – Health & Safety Advisor
Kirkman and Jourdain Sites – Site Manager

Employee Training:

Training means helping people to learn how to do something, telling people what they should or should not do, or simply giving them information. Training isn't just about formal 'classroom' courses.

Providing health and safety information and training helps Kirkman and Jourdain to:

- ensure that people work safely and without risks to health,
- develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone,
- meet legal duties to protect the health and safety of our employees.

It will be the responsibility of each Kirkman and Jourdain Site Manager to ensure their employees have received the required training to perform their work tasks safely. The Kirkman and Jourdain Health & Safety Advisor will monitor the companies training needs and book training accordingly.

3. Arrangements

Accidents & Near Misses

Kirkman and Jourdain strive to prevent accidents and reduce the number and severity of accidents that arise as a result of the Company's activities. All accidents that do occur must be reported by the injured/involved person to their direct Manager. A record will be kept of all reported accidents. It is the responsibility of the Manager to ensure that the reported accident is investigated. Assistance from TEAM Safety Services Ltd is made available if required. The purpose of the investigation is to ascertain the immediate causes, underlying causes, root causes and preventable conditions of the accident. Once these causes and conditions have been identified, the organisation will then implement remedial actions in order to prevent a recurrence.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (RIDDOR)

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

In the event of a fatal or a specified injury to any person or dangerous occurrence, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the local office of the Health and Safety Executive (HSE) will be notified by telephone immediately and confirmation details of accidents in writing to the HSE within ten days on Form F2508. Where any injury to any employee, self-employed operative or person resulting in the injured person being absent from work for more than the required days (seven) the HSE will be informed via Form F2508 to the Health and Safety Executive within fifteen days of the incident.

All RIDDOR reportable accidents, incidents and diseases will be done so online at www.riddor.gov.uk

Incident Records

All fatalities, specified injuries, dangerous occurrences and other notifiable injuries will be recorded by filing copies of Form F2508. These records will be kept by the Company for 5 years.

Please see Kirkman and Jourdain Accident/Incident Procedure for further details.

Asbestos

Kirkman and Jourdain will take suitable steps to identify any premise containing asbestos in properties within the Company's portfolio or where there is works to be carried out. If found, its amount, location, type and condition will be assessed and recorded by a competent person (via the required survey). Records of all materials known or presumed to contain asbestos will be recorded, kept up to date and made available to anyone who is liable to work on or disturb them. The risk of anyone being exposed to asbestos fibres must be risk assessed.

All works to be completed on a non-domestic 'third party site' will require an Asbestos Survey to be provided by the 'third party' before works can commence. The works Manager will have to take appropriate actions depending on the findings within the Asbestos survey.

A site specific Asbestos Survey will be issued to all contractors prior to the commencement of any works on behalf of Kirkman and Jourdain.

Please see Kirkman and Jourdain Asbestos Procedure for further details.

Consultation with Employees

Kirkman and Jourdain consults with its employees on matters of Health and Safety through 'representatives' elected by the Company's employees. Kirkman and Jourdain gives elected representatives adequate working time, training and access to management to enable them to fulfil their role.

Health and Safety meetings are held on a twelve monthly basis and will include the attendance of Health & Safety Advisor, Company Directors, Operations Manager, Contract Managers, Employee Representatives and if required a member of TEAM Safety Services Ltd.

All Health and Safety meetings will be formally recorded and made available to all Kirkman and Jourdain employees.

A Health and Safety Notice Board will be displayed within the office where it can be easily accessible to all staff.

Contractors

Kirkman and Jourdain works with contractors so as to ensure their Health and Safety as well as that of the company's personnel and any others who may be affected by the contractors work. To achieve this there will be exchange of information between Kirkman and Jourdain and each contractor with regard to:

- The work involved;
- The materials and equipment used;
- The known hazards, risks and control measures;
- Any other relevant arrangements that relate to Health and Safety, (for example, the reporting of accidents)

Contractors are required to co-operate with Kirkman and Jourdain in all matters relating to Health and Safety. They must ensure that any employee or contractor under their control are made aware of and comply with the appropriate arrangements for health and safety.

Construction Design Management

The key aim of CDM 2015 is to integrate health and safety into the management of the construction project and to encourage everyone involved to work together. Kirkman and Jourdain are fully committed to this aim.

Kirkman and Jourdain seek to focus on:

- Effective planning and management of risk through integrated teams
- Real investment in competence and skills of the workforce
- Paperwork should be risk focussed and project specific
- Actively drive out needless bureaucracy
- Provide the right information to the right people at the right time

Kirkman and Jourdain will comply with the Health and Safety Executive's (HSE) notification periods to be:

- to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project,
- or it exceeds 500 person days.

Kirkman and Jourdain are aware of their main duties, as follows:

Principal Contractors - Appointed by the Client to coordinate the construction phase of a project where it involves more than one contractor.

Their duties include:

- Plan, manage, monitor and coordinate the construction phase of a project. Including to:
- liaise with Client and Principal Designer;
- prepare the construction phase plan;
- organise contractors and coordinate their work.

Ensuring:

- suitable site inductions are provided;
- reasonable steps taken to prevent unauthorised access;
- workers are consulted and engaged in securing their health and safety; and
- welfare facilities are provided.

Contractors - Those who do the construction work.

Their duties include:

- Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety;
- For projects with multiple contractors, coordinate their activities with others in the project team. In particular, comply with directions from Principal Designer or Principal Contractor;
- For single contractor projects, prepare a construction phase plan.

Workers - People who work for or under the control of Contractors on a construction site.

Their duties include:

Must:

- be consulted about matters affecting their health, safety and welfare;
- take care of their own health and safety and others who may be affected by their actions;
- report anything they see which is likely to endanger either their own or others' health and safety;
- cooperate with their employer, fellow workers, contractors and other duty holders.

Securing construction health and safety - CDM 2015 identifies a number of key elements to securing construction health and safety.

Kirkman and Jourdain will ensure this by:

- Managing the risks to health and safety by applying the general principles of prevention, which set out the principles duty holders should use to direct their approach to identifying the measures necessary to control the risks to health and

safety in a particular project. CDM 2015 requires Designers, Principal Designers, Principal Contractors and Contractors to take account of the principles in carrying out their duties.

- Appointing the right people and organisations at the right time.
- Making sure everyone has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety.
- Duty holders co-operating and communicating with each other and co-ordinating their work and consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.

Please see Kirkman and Jourdain CDM Procedure for further details.

Confined Spaces

A confined space is any enclosed space, above or below ground, where a hazard may exist due to flammable atmospheres, lack of oxygen, toxic atmosphere, and increase in depth of a fluid, heat stress or the presence of free-flowing solids.

Some activities carried out by Kirkman and Jourdain Ltd involve working in or at Confined Spaces. Before entering or working at a confined space all personnel are to be trained and competent in the tasks they have to carry out in accordance with the Confined Space Regulations 1997.

A work procedure based upon a Permit to Work system must be used.

Relevant, comprehensive instruction, training and information must be given to all persons involved in confined space work. The Company expect all its employees to be fully conversant with all health and safety requirements and to comply with them.

Display Screen Equipment (DSE)

Kirkman and Jourdain ensures that for each workstation that incorporates DSE equipment there is a suitable assessment that takes into account the DSE equipment, furniture, working environment and individuals that use it. Where necessary, additional measures must be taken to remedy or manage those risks that are identified by the assessment.

All members of staff who are required to operate DSE will be provided with information relating to the risks to health associated with DSE work and how these risks are to be avoided. Members of staff identified as 'DSE Users' will be given the opportunity of a periodic eye and eyesight test. Where necessary employees will be supplied with corrective glasses where these are required specifically for working with DSE.

Driving

Kirkman and Jourdain will ensure that procedures are in place to manage and limit the risks presented by work related driving. For employees required to drive on Company related business, this will be achieved by:

- Implementation of processes and procedures to assess and manage the risks involved in driving;

- Regular review of the competence of those driving and the provision of additional training where appropriate;
- Ensuring that vehicles selected, supplied and maintained by Kirkman and Jourdain are in good condition and fit for their intended purpose;
- Monitoring and regulating driver hours and performance;
- Ensuring staff are made aware of their duties under health, safety and road traffic legislation and their additional obligations with regard to the Companies driving standards.
- Smoking is prohibited within any Company vehicle or hire car.
- Only employees are insured to drive and be a passenger in Company vehicles.

Drugs and Alcohol

Our aim is to act as a good employer and conduct our business activities in a way which will achieve the highest possible standard of health and safety for our employees, visitors and members of the public. This is because we recognise that we can contribute to a safe, healthy and productive work environment by preventing drugs and alcohol problems, by raising awareness, by identifying problems at the earliest stage and by offering support to those who have a problem.

Our policy is to ensure that drugs and alcohol problems are dealt with effectively and consistently so that workers are protected and those affected are encouraged to seek help. We expect all of those to whom this applies to support this policy and in doing so comply with the rules below.

For the purposes of this policy, drug and alcohol problems are defined as those which incorporate a variety of behaviours caused by drugs or alcohol which may be problematic to the individual and/or to the organisation for which the individual works.

This policy applies to all Kirkman & Jourdain employees as well as contractors (including agency and self-employed), consultants and employees of other organisations when working on our sites and premises.

Professional assistance and support can be made available to those to whom this policy applies and we would urge anyone who feels that they may have a drug or alcohol problem to come forward (with a friend, or trade union colleague) to discuss this confidentially with their relevant supervisor or manager.

- You must not be in possession of any illegal drugs whilst working on our sites or premises
- You must not under any circumstances be under the influence of drug or alcoholic substances whilst on our sites or premises. Note that, as previously consumed drug or alcoholic substances may affect your performance at work, you may still be considered to be under the influence.
- If you are on drugs for any medical reason, please inform your supervisor or manager at once.
- If your supervisor or manager believes that you are under the influence of drugs or alcohol whilst on our sites or premises, you will be asked to leave, having been advised of the support available to you and your rights in accordance with our disciplinary procedures.
- There may be circumstances where we would ask you to provide an alcoholic or illegal drug substance test sample. This may be as part of an initiative to carry out random testing or otherwise. Any refusal to provide a test sample may lead to disciplinary action.

Electrical Safety

Kirkman and Jourdain are committed to ensuring that all electrical wiring systems and electrical equipment is installed and maintained in a safe condition. The risks arising from electrical systems and equipment will be monitored via a combination of formal testing, inspections and user checks.

All electrical installations and equipment are installed in accordance with IEE Wiring Regulations. Kirkman and Jourdain recognise and follow the guidance produced by the HSE - Electricity at Work Safe Working Practices. This includes suitable provisions for live working, isolation, and permit to work systems.

Fixed electrical installations are maintained in a safe condition by carrying out routine safety checks. Only competent persons will be instructed to work on any electrical equipment, installations or services in relation to Kirkman and Jourdain's processes.

Mains electrical installations will be tested and inspected in line with the recommendations from the competent Electrical Engineer, but as a minimum 5 yearly. Access to any electrical installation equipment will be controlled and only competent persons will be permitted to these areas.

A competent person has been appointed to inspect portable appliances for visual defects and to check for Earth faults on a 12-monthly basis and records are kept. Contractors' equipment is to be included in this procedure unless they can provide their own records of testing and maintenance. Each Kirkman and Jourdain portable electrical appliance is to be uniquely identified with a distinguishing number which is recorded in the inventory.

Any damaged or faulty portable electrical appliance is to be taken out of use until effective repair has been carried out. Employees and contractors are to be instructed to report details of any faulty or damaged portable electrical appliance and take it out of service.

Emergency Planning

Kirkman and Jourdain workplaces (including temporary) each have posted within them the arrangements for action in the event of:

- Fire being discovered;
- Evacuation of persons in the event of a fire;
- Evacuation of persons in the event of other emergencies;
- Asbestos release;
- First Aid Emergencies;
- Terrorist threat: and
- Bomb threat procedures.

Fire evacuation drills are held in all premises. A record of these drills, equipment tests and maintenance is kept within the premises Fire Log Book.

Procedures and arrangements for dealing with the threat of terrorist related activity such as the identification of suspicious packages and the receipt of threats against the organisation are developed and provided for staff.

Fire Risk Assessment

Kirkman and Jourdain will ensure an organised and methodical check at their premises or sites where they take control, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premise. This is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005.

The aims of a fire risk assessment are:

1. To identify the hazards
2. To reduce the risk of those hazards causing harm to as low as reasonably practicable
3. To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.

The Fire Risk Assessment is completed / reviewed annually or sooner where it is believed that the assessment may no longer be adequate.

First Aid

Kirkman and Jourdain workplaces have sufficient trained first aiders (or appointed persons where risk assessment has shown the provision of first aiders to be unnecessary). To ensure that there is adequate first aid available at all times. First Aiders or Appointed Persons are selected from employees. There will be at all times a competent person on site (permanent or temporary) to manage first aid emergencies. A list of qualified first aiders will be displayed at each workplace.

Each workplace permanent or temporary is provided with first aid boxes that contain suitable and sufficient quantity of first aid material (as in accordance with HSE guidance). This equipment is maintained by the first aiders and will be inspected on a regular basis. Every Kirkman and Jourdain vehicle will be provided with an approved first aid kit.

Hazardous Substances

Kirkman and Jourdain ensures that procedures are in place for the elimination or, where this is not reasonably practicable, the control of substances hazardous to health and the protection of personnel from the adverse effects of those substances. This is achieved by:

- An Assessment of the risks presented by use of such substances;
- The selection and use of appropriate substances; and
- The provision of information to staff.

The number and quantity of substances hazardous to health held or used by Kirkman and Jourdain will be limited to those which are essential; and then only those for which suitable non-hazardous equivalents are not available. Purchase of hazardous substances is limited to authorised persons, and a register is kept of the hazardous substances used or stored.

All substances stored or used will be done so in accordance with the Control of Substances Hazardous to Health Regulations 2002/2005

Please see Kirkman and Jourdain Coshh Procedure for further details.

Manual Handling

Kirkman and Jourdain will where reasonable try and avoid the need for personnel to undertake any manual handling operation that involves a risk of injury. Where this is not possible to achieve, an assessment of the manual handling operations is conducted and measures introduced to reduce the risk of injury to the lowest level reasonably practicable. Personnel are also provided with training and information relating to manual handling operations that they are required to undertake.

Team Leaders are responsible to ensure suitable assessments have been carried out before any manual handling operations commence.

Please see Kirkman and Jourdain Manual Handling Procedure for further details.

Monitoring Health and Safety

Kirkman and Jourdain will ensure that appropriate standards of workplace safety and health are maintained and statutory Health and Safety requirements are complied with. This includes monitoring and measurement of the effectiveness of Kirkman and Jourdain Health and Safety Management System to show that we have identified hazards, are managing the risks to all those we have a duty towards and are continuously improving our performance.

A regular review of the checklists and inspections will be made, and any changes in the topics monitored, to ensure that new risks are incorporated as they arise.

Noise

Kirkman and Jourdain will assess and identify measures to eliminate or reduce risks from exposure to noise so that we can protect the hearing of our employees.

Where the risks are low, the actions we will take may be simple and inexpensive, but where the risks are high, we will manage them using a prioritised noise-control action plan.

Where required, Kirkman and Jourdain will ensure that:

- hearing protection is provided and used;
- any other controls are properly used; and
- adequate information, training and health surveillance is provided.

Please see Kirkman and Jourdain Noise Procedure for further details.

Personal Safety

Kirkman and Jourdain seeks to control and manage the risks to staff that may arise from acts of violence, aggression, verbal, physical and psychological abuse. Any incident in which an individual is abused, threatened or assaulted in circumstances relating to their work must be reported and will be investigated in the same way as any other incident.

Please see Kirkman and Jourdain Workplace Assaults and Violence Procedure for further details

Permits to Work

Permits to work are an important part of safe systems of work and are used by Kirkman and Jourdain and others to further ensure the safety of all persons on, or near, a site. All employees have strict instructions to ensure that all necessary permits are obtained and the specified conditions are complied with by both employees and Contractors.

Permits to Work will also be used to ensure that groups of workers undertaking different tasks or who are controlled by different employers do not endanger each other.

The format of the permits depends on the requirements of the Principal Contractor and the nature and extent of the hazards found on each site. Kirkman and Jourdain Permits will be used in default of any not being provided by a Client and where the Company considers that a Permit to Work is necessary to achieve an acceptable level of control over the activity.

Personal Protective Equipment (PPE)

Kirkman and Jourdain consider use of personal protective equipment as last resort control. The collective protection of employees is a priority and where this cannot be achieved PPE will issued as a suitable control. Therefore the risk assessments carried out for site work shall include the specification of the required PPE. The use and condition of all personal protective equipment is to be regularly monitored, and any item found unsuitable or damaged is to be replaced as necessary.

Employees and contractors are to be informed and instructed in the use of PPE and their legal obligation to use it where the risk assessment or legislation dictates. Where personal protective equipment has been provided by Kirkman and Jourdain, suitable signs are to be displayed at the areas/operations concerned indicating that the area requires the mandatory use of the designated PPE.

Plant and Equipment

Testing and Inspection

All plant and equipment is tested and maintained in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and is to be marked with a unique identification number and test date; full records are kept.

Plant and equipment is to be properly guarded to comply with PUWER as identified by the manufacturers design and, additionally, as required by the risk assessments undertaken by Kirkman and Jourdain. Instructions are to be issued to employees and contractors on the safe use of all plant and equipment that they might use; and in particular, training is to be provided that will enable any operator to readily identify any incipient flaw and damage that may create a dangerous situation. Specific instruction forbidding any tampering with guards is also to be given.

All tools and equipment used by Kirkman and Jourdain employees and contractors are to be routinely checked to ensure that they conform to the PUWER. Compliance with relevant British Standards will assist in ensuring that the equipment and plant are suitable and fit for the purposes for which they are provided.

Hired Equipment

Plant and equipment are only to be hired from reputable companies that operate a safety scheme which ensures that all items are checked for safety and accompanied by relevant documentation immediately prior to being sent to site.

Risk Assessment

Kirkman and Jourdain workplaces, equipment and systems of work are subject to a programme of assessments intended to identify and select the measures necessary to protect employees, other persons and property by the elimination of hazards and/or the control of risks. If necessary, suitable control measures will be introduced to manage the level of risk to an acceptable level.

The Management of Health and Safety at Work Regulations 1999 require "suitable and sufficient" assessments to be made, the significant factors of which must be recorded. Kirkman and Jourdain recognise that they are involved in two different types of work activity – the directly controlled office/shop, site base environment and the client controlled site environment and risk assessments are to be produced accordingly.

There are generic risk assessments which cover categories of activities, the core processes of which are well defined; and locations (such as the client site) where the environment and the activities of others is not controlled by Kirkman and Jourdain; all of which shall be modified and extended as dictated by information received by Kirkman and Jourdain on the activity and location.

Smoke Free Places

Kirkman and Jourdain workplaces are designated as smoke free. This includes company vehicles and other vehicles whilst being used for company business.

Stress

Kirkman and Jourdain are committed to protecting the overall health, safety, and welfare of its employees. The Company recognises that work related stress is a Health and Safety issue and acknowledges the importance of tackling the causes of stress in the workplace.

To achieve this Kirkman and Jourdain will:

- Actively monitor our activities to identify conditions that may lead to stress for individuals within our workplace;
- Ensure that there is a culture and method whereby staff who may be suffering from the effects of stress are able to report their concerns; and
- Take positive steps to prevent or otherwise reduce the effects of those conditions.

Training

Kirkman and Jourdain provide staff with adequate Health and Safety information, instruction, training and supervision as is necessary to ensure their Health and Safety at work.

Training is provided as part of the induction process for all new starters in permanent and temporary positions. Training is also provided to all staff that could be exposed to new or increased risks because of a change of job, work equipment or system of work.

Kirkman and Jourdain will ensure that all employees are competent to carry out the work/processes instructed to them. Please see company Training Matrix for further details.

Control of Vibration

Hand-arm vibration is vibration transmitted from work processes into workers hands and arms. It can be caused by operating hand-held power tools such as breakers, hammer drills, hand held grinders, jigsaws, sanders, etc.

Assessments will be carried out by competent persons and recorded to assess the vibration risk to employees and if found to be above the daily exposure action value Kirkman and Jourdain will eliminate or reduce the exposure level as far as is reasonably practicable.

Kirkman and Jourdain endeavours to use alternative work methods or equipment where reasonably practicable.

Health surveillance is only required where appropriate and is not a reasonably foreseeable requirement at present, but this will be continuously monitored by the Health & Safety Advisor. Please see Kirkman and Jourdain Vibration Procedure for further details.

Work at Heights

Work at height means:

- a) work in any place, including a place at or below ground level;
- b) obtaining access to or egress from such place while at work except by a staircase in a permanent workplace where, if measures require by these Regulations were not taken, a person could fall a distance liable to cause personal injury.

Kirkman and Jourdain's Work at Heights operations are only to be carried out from a safe position on the building, structure or piece of working at height equipment. Suitable and sufficient equipment and materials are to be provided and erected by a competent person for the work to be carried out safely and arrangements made for materials and equipment to be safely lifted to the work area and supported there.

Effective steps are taken to ensure that the requirements of the Work at Heights Regulations 2005 / 2007 relating to the prevention of falls are met and edge protection and other relevant means are to be provided to prevent persons, materials, and equipment, falling from the work area. Personal protective equipment, such as harnesses and lines, will only be worn if it is not possible to use scaffolds etc. to provide a safe working platform, any persons required to wear such equipment must be competent to do so.

Please see Kirkman and Jourdain Working at Heights Procedure for further details.

Working in Occupied Premises

Working in occupied or partially occupied buildings and adjacent to the general public calls for particular care. Kirkman and Jourdain will always ensure suitable precautions are established to protect the occupants and their visitors.

Their means of access and egress (escape) must be maintained at all times and additional temporary measures may be necessary to ensure this. Measures must also be taken to protect

them against trips, slips, falls, falling materials, dust, vibration, fumes and other hazards. A pre-works survey will identify the potential hazards to all persons related to the premise.

Where possible Kirkman and Jourdain will segregate the worksite from any occupied areas within the premises. If this is not practical the working area will be clearly marked, protected and access will be denied to non-Kirkman and Jourdain personnel.

For further details on Kirkman and Jourdain Arrangements for Health and Safety:

Please see the Employees Handbook and Hazard Specific Procedure documents.