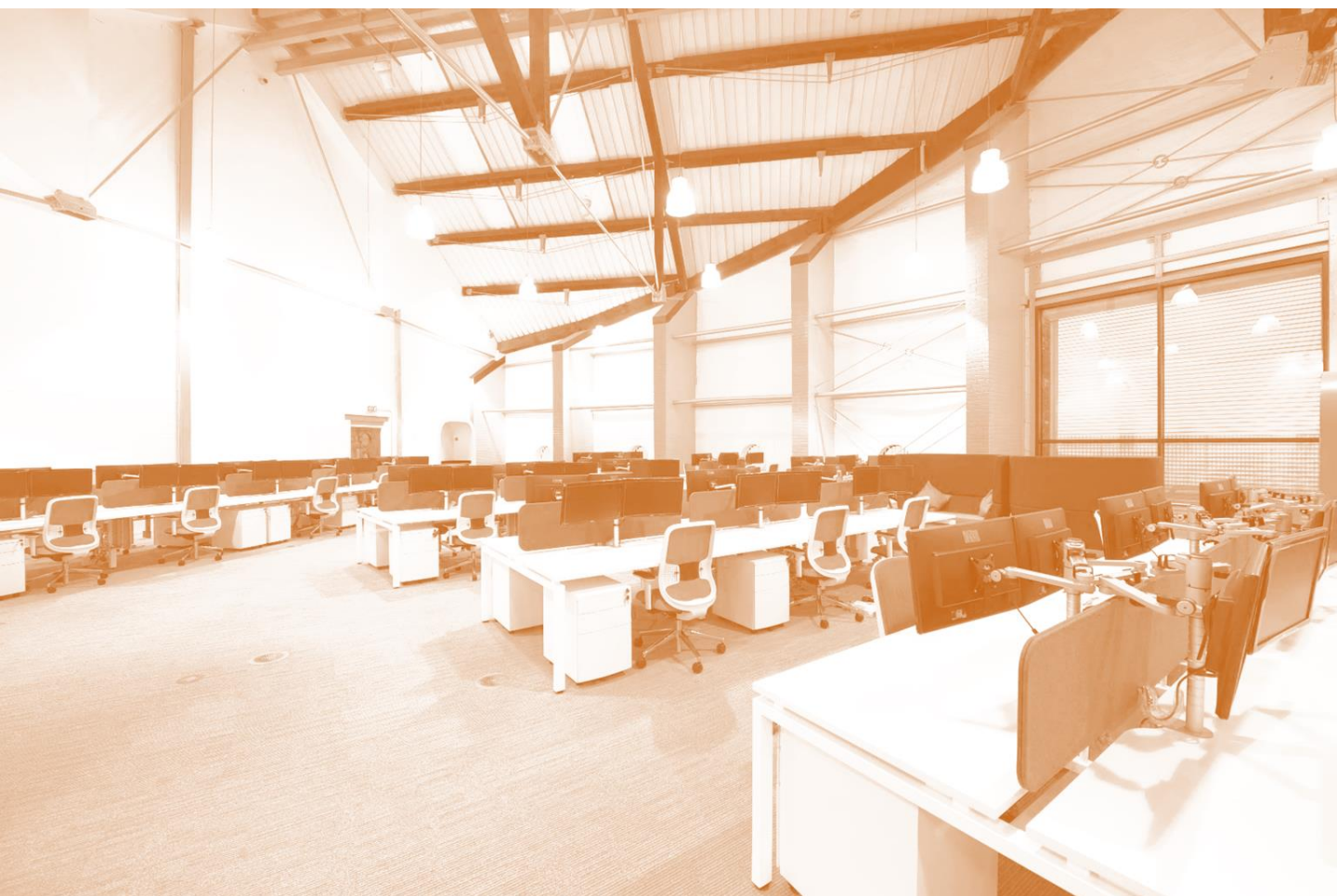


# Jennor [UK] Ltd Health and Safety Policy

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2021



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## Section One

### 1.1 Health & Safety Policy

Jennor [UK] Ltd reviews the Health and Safety Policy as follows;

- When new legislations are introduced, which will have a direct impact on the policy.
- When updated internal procedures and/ or policies dictate.
- As a direct result of on-going internal statistical data.
- As a direct result of the identified requirements for immediate improvement, alterations or revision/s.
- As least once annually as applicable.

# Section One

## 1.1 Health and Safety Policy

### 1.0 Policy Statement

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# Health & Safety Policy

## 1.0 Policy Statement

### 1.1 General Particulars

## Head office :

**Jennor UK Ltd.**

Unit 3 – Puma Court  
Kings Business Park  
Knowsley  
L34 1PJ

**Business registration : 1667411**

**Telephone : 01744 730717**

**Facsimile : 01744 759657**

**email : [general@jennor.co.uk](mailto:general@jennor.co.uk)**

# Health & Safety Policy

## 1.0 Policy Statement



### 1.2 General Statement by The Company Directors

It is the policy of **JENNOR (UK) LTD** to ensure, so far as is reasonably practicable, the **HEALTH, SAFETY AND WELFARE** of all employees.

All practicable steps will be taken to provide a working environment that is both safe and free from Risks to Health.

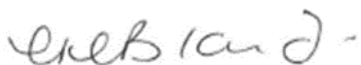
It is the duty of Management to ensure, so as far as is reasonably practicable, that safe places and systems of work and adequate protective equipment is provided and all appropriate information, instruction, training and supervision is given to all.

The Company Directors shall ensure adequate funds, staff and equipment are provided to meet all necessary safety requirements, within practicable parameters.

The Company Directors are to ensure every effort is to be made to adhere & ensure compliance regarding statutory regulations, codes of practice and guidance notes relevant to the Companies activities, and to take note of all changes and new developments.

**THE ATTENTION OF ALL EMPLOYEES** is drawn to the responsibility placed on them to care for themselves and others in the prevention of accidents and to co-operate fully in order that the Company can achieve its policy objectives.

On behave of : Company Directors

  
Signed.....  
**Gail Connor-Bland [Finance Director]**

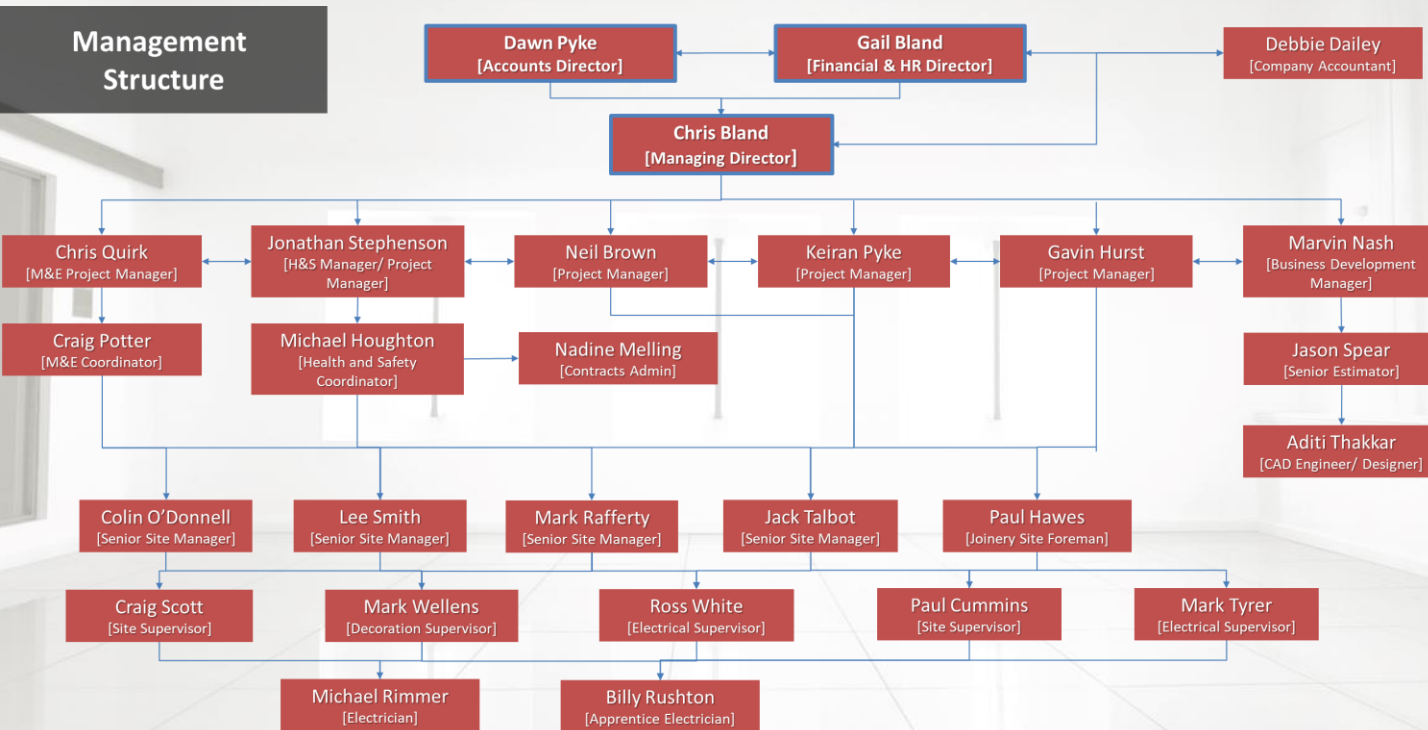
Dated 14.01.2021

# Health & Safety Policy

## 2.0 Organisation

### 2.1 Health and Safety Management Structure

The following indicates general roles and responsibilities with regard to Safety Management Structure :



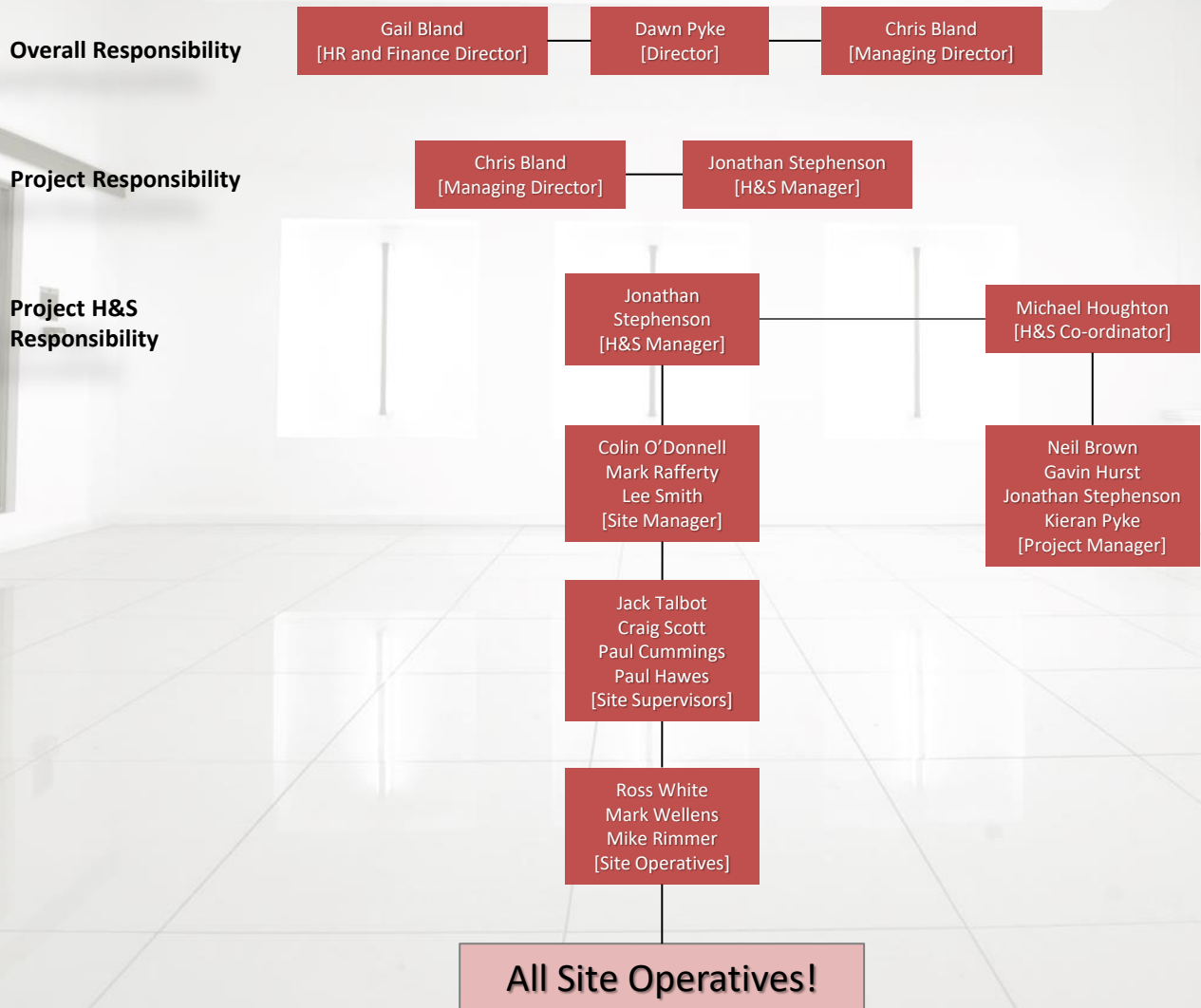


# Health & Safety Policy

## 2.0 Organisation

### 2.1 Health and Safety Management Structure (continued)

The following indicates general roles and responsibilities with regard to Safety Management Structure :



# Health & Safety Policy

## 2.0 Organisation



### 2.2 The Company Chairman / Chair Persons

It is the responsibility of the Company Chair Person(s)/ Company Owners to implement the most effective Health and Safety strategy and to be pro-active in determining new routes and avenues to be taken so as to improve existing systems, wherever possible.

An integral part of the 'Directors' pre-requisites is the ability to delegate responsibilities through the management structure so as to enable the affective undertaking of policies from day to day operations through to onsite contracting.

The associated delegated duties have been determined as per that indicated within 2.1 Health & Safety Management Structure.

### 2.3 Contracts Directors / MD

It is the responsibility of the Contract Directors to ensure so far as reasonably practicable the following:

- To ensure Health & Safety is at the forefront of all concerned;
- To ensure management understand the responsibilities bestowed upon them;
- To ensure management adhere to formulated procedures;
- To address any deficiencies in a pro-active fashion when and where possible;
- To make the necessary judgements when required to do so reactively;
- To also act in the capacity of enforcers when visiting site.
- To review and revise this policy regularly

### 2.4 Company Safety Administrator

The Company Safety Administrator will be responsible for:

- Ensuring that delegated duties are properly assigned and accepted by those concerned;
- Ensuring that she/he is trained in appropriate subjects and attends relevant courses where possible;
- Keeping astride of relevant training courses for other personnel;
- Setting the standards which meet the applicable statutory requirements;
- Making sure that the policy, organisation and means of implementation are known to all employees;
- Safety appraisal;
- Summoning the help of specialists where necessary;
- Reporting and filling records of all accidents and illnesses involved in works carried out by Jennor UK;
- Informing the Health and Safety Executive of any accidents or exposure to noxious substances in line with statutory regulations;



# Health & Safety Policy

## 2.0 Organisation



### 2.5 Site Safety Enforcer

Site Safety Enforcer will be responsible for maintaining safety on site that they control and/or frequent.

The duties of the Site Safety Enforcers will include the following:

- Immediate reporting of any hazards or potentially dangerous situations;
- Liaison with Management as necessary, in respect of any accident investigation or inspection;
- Awareness of the Companies policy, safety rules and overall requirements;
- Attendance of meetings relating to safety matters;
- Enforcing Health and Safety company policies;
- Generally overseeing the contract as a whole.

### 2.6 All Employees

All employees have a responsibility for both their own health and safety, health and safety resulting from their actions both to themselves and others and where applicable consequential affects of other peoples actions.

It is the responsibility of ALL concerned, whether directly employed by Jennor or working on behalf of Jennor to:

Ensure all steps are taken to eliminate hazards totally where practicable;

Reduce risk of hazards by following implemented safety measures as specified by risk assessments;

Work practice as directed by company method statements;

Work in accordance and co-operate with management and working procedures;

To inform Site Safety Enforcer/ Health & Safety co-ordinator any training needs they require in relation to health and safety;

Inform management of any concerns that may result from their own actions or actions of others.

# Health & Safety Policy

## 2.0 Organisation



### 2.5 Quality Management

Jennor UK Ltd recognises that we must provide customers with high quality products and services at a fair price. To this end we have committed ourselves to establish, effectively operate and maintain, a Quality Management System based on the requirements of BS EN ISO 9001:2015. Jennor has recently been accredited with ISO:9001 through QMS.

Our Customers are of fundamental importance to the success of the business and its employees. It is our policy to ensure that our people, products and service consistently meet, or where possible exceed, our customer's expectations and requirements. We shall provide adequate financial and physical resources to ensure we comply with this statement and the management team will show leadership and commitment and bear the responsibility for establishing, implementing, integrating and maintaining the Quality Management System that will be monitored, measured and enhanced regularly.

# Health & Safety Policy

## 3.0 Arrangements



### 3.1 Subcontractors and the Self Employed

Contractors working on Company premises will be required to comply with the working rules which must be made clear to them when they tender for work. They are to be made aware of the company Safety Officer.

Contractors working on a subcontractor basis shall be vetted by means of our “External Risk assessment”. This is a mandatory requirement before commencement of works. All subcontractors to produce method statements and risk assessments were necessary for the work they will carry out.

All domestic subcontractors (employing more than five people) shall give a valid Health and Safety Policy before any formal contract is entered into.

### 3.2 Training

The Company recognises the importance of Training in pursuit of its Health and Safety Policy. Where possible all levels of Management will receive training in safety matters.

No person will be employed to undertake work involving any reasonably foreseeable significant risk unless he/she has received adequate training in understanding the hazards involved and the precautions to be taken.

Site Safety Enforcers must be able to give (or arrange for) safety for jobs under their control and it will be incumbent upon them to ensure that “on the job” training is given to new employees or those new to a job.

The Health & Safety Co-ordinator shall arrange when necessary for staff to attend training courses as appropriate.

### 3.3 Fire Prevention and Control

It is of paramount importance to ensure that no person is at risk due to fire or explosion. Jennor [UK] Ltd has implemented fire safety measures within its own headquarters of which all building staff are aware.

A fire risk assessment plan has been conducted on the building, appropriate fire fighting equipment has been assigned and fire notice’s address the office main entrance. Providing adequate suitable and sufficient protection, against hazards.

All workers on site are to be informed of procedures in the event of a fire. It is the responsibility of the Site Safety Enforcer to relay this information or make known how it is obtained. All hazards reduced by following risk assessment ‘implemented safety measures’.

In case of emergency, site procedures must be followed at all times.

Full liaison with local Fire Authority and in particular the Fire Prevention Officers will be maintained where deemed necessary.

# Health & Safety Policy

## 3.0 Arrangements

### 3.4 Smoking Policy

Smoking within company property is not permitted.

For smoking on site premises please refer to the smoking policy in place at such premises.

### 3.5 Audits

Continual monitoring should be carried out at all times. It is the responsibility of all employees to ensure safe practices of work are carried out at all times.

General reviews of method statements, risk assessments and COSHH will take place annually by Health & Safety personnel.

All reporting is to be carried out in accordance with Statutory duties and throughout the duration of each project.

### 3.6 Transport/Plant

Only personnel holding applicable licenses and authorisation from the company representative are to take control of any vehicle or item of plant.

It is Company Policy for all employees driving or riding in company vehicles to use seat belts where provided.

Jennor will maintain records of vehicle service and road legal documentation.

It is the responsibility of the driver to report any defects of the vehicle and to inform Jennor of any changes in their driving licence status.

### 3.7 Lifting Heavy Objects

All Managers and Supervisors should note the requirements of the Health and Safety Act 1974 (section 2) and Factories Act 1961 (section 72) which places statutory requirements that no one must be employed to lift, carry or move any load as to be likely to cause injury.

Lifting is to be carried out as outlined within the Health & Safety handbook and in accordance with risk assessments.

It is the responsibility of the site representative to oversee the employees in his/her charge. It is the responsibility of the employee to conduct themselves as directed by the Health & Safety handbook.

# Health & Safety Policy

## 3.0 Arrangements



### 3.8 Local Health Services

Local emergency facilities are to be contained within conspicuous documentation in accordance with the Management of Health & Safety at Work Regulations.

Accident & Emergency Facility appropriate to Head Office Facility:

**Whiston Hospital**

**Warrington Road, Prescott, Merseyside, L35 5DR**

**TEL: 0151 426 1600**

Accident & Emergency Facility appropriate to satellite working sites:

Refer to the Construction Phase Health & Safety Plan for directions and contact details.

### 3.9 COSHH Responsibilities

The Company will ensure the collection of up-to-date information on the toxicity and potential hazards of all substances used by the Company.

Jennor will make available COSHH information sheets on commonly used materials. The COSHH data sheets will provide information on Health Risks, First Aid, Fire, Storage, Spillage and Prevention Protection.

COSHH information shall be reviewed annually as required.

With particular regard to the 'Control of Asbestos at Work Regulations 2012' a thorough work to rule procedure must be adopted. Upon first knowledge of asbestos the area shall be quarantined and the appropriate authorities informed immediately.

### 3.10 COSHH Implementation

The company shall limit exposure to substances hazardous to health where possible. To this end alternative materials are to be utilised should it be practicable to do so. Particular care will be taken with the introduction of new substances and adherence to COSHH assessments shall be maintained.

Company employees using substances in the course of their work are required to use, handle and store them in the prescribed manner as stipulated within COSHH assessment.

All containers should be labelled with contents.

# Health & Safety Policy

## 3.0 Arrangements

### 3.11 First Aid

First aid administration shall be established relative to the number of employees, size of establishment, nature of undertaking and the general location of the works.

As required by the Health and Safety (First Aid) Regulations 1981 we shall provide;

- Adequate First Aid equipment, clearly identifiable;
- Nominated representative to administer First Aid;
- Ensure adequate contingency in the event of a major incident.
- Statutory obligations are met with regard to reportable incidents/occurrences- Refer to Company Accident Book for advice.
- Jennor also now has nominated Mentally First Aid Personal

### 3.12 Electrical Arrangements

With regard to the statutory requirements of the Health and Safety Act 1974, Electricity Supply Regulations 1988 and the Electricity at Work Regulations 1989 particular attention must be paid to the following criteria:

All systems should be of such a construction so as to prevent, as far as is reasonably practicable, any damage to people or property;

All working acts on or near any electrical systems (including operation of) shall be carried out so as not to establish danger to any operatives or the general public in the nearby vicinity;

All equipment must be properly and regularly maintained to ensure safe working practices;

It is the responsibility of the electrical equipment user to report any defects and to arrange repair of such equipment.

All Jennor owned plant should meet with statutory regulations. 110V plant should be utilised wherever possible.

All Jennor staff to follow risk assessment 'Safety Measures' as directed.

### 3.13 Noise at Work

In accordance with the Noise at Work Regulations 2005 we estimate that our operations shall not exceed the first action level, daily personal noise allowance of 85db (A).

In the rare instance that such a threshold shall be exceeded then employees shall be provided with information about the risk from noise, their responsibilities and how to obtain and maintain ear protectors.



# Health & Safety Policy

## 3.0 Arrangements

### 3.14 Communication and Consultation with employees

#### **New Employee Company Inductions.**

New employees will be inducted to the company in the form of a training day, completed in-house. All new employees will be introduced to Jennor [UK] Ltd policies and procedures, in conjunction with health and safety information, covering all aspects of Jennor [UK] Ltd works. Operatives post training will be required to sign induction documentation, stating adherence and compliance to the policies, procedures, in addition to health and safety information.

#### **Tool box talks.**

On site tool box talks will be completed in the following instance:

- When a particular health and safety issue has been raised on site through either external source, management, supervisor or employee.
- When an incident or 'near miss' has occurred on site.
- When new health and safety information is required to be related to operatives.
- When legislative change occurs, or revisions to Jennor [UK] Ltd policies and procedures.
- Periodically as a refresher for all operatives to cover operative tasks i.e. manual handling, controlling of dust and fumes etc.
- At the discretion of the Contracts Management Team.

#### **Individual appraisals.**

Operatives and staff will be annually evaluated through individual appraisals, or as required, such as when a particular training need has been identified by management or supervisor or raised by the employee. The appraisal will be conducted by the Directors, Line Manager and Training Manager [as required], and will cover;

- Training needs.
- Performance.
- Employee issues.
- Employer issues.

#### **Initial site Inductions.**

Information pertinent to the project ensuring maximum risk reduction impact shall be conveyed to the workforce by means of site specific inductions, risk assessments and method statements. A master copy of this associated information shall be available for inspection on site. Consultation shall be made directly with the workforce informing them of any design or build changes, on site implications that may influence health & safety together with regular monitoring.

#### **Monitoring Procedure**

Onsite activities to be monitored throughout by the Site Manager/Supervisor covering the following; PPE, Work Equipment, Mobile Scaffolding, Welfare & First Aid, Weekly Site Inspection, Sub-Contractor Performance & Steps & Ladders. Any shortcomings to be reported directly to the H&S Co-Ordinator.

# Health & Safety Policy

## 3.0 Arrangements

### 3.14 Communication and Consultation with employees

#### Issued documentation.

When required employees will be issued physical hard copy of documentation, of which a requirement to sign and return as proof of receipt and understanding. The documentation as an example may include alterations to company policy and procedures, legislative changes, information on a particular health and safety issue etc. The documentation when required will be issued in conjunction with other tasks i.e. toolbox talks.

### 3.15 Monitoring, Audit and Review

The system utilised for Health and Safety performance is reviewed in conjunction with data collated for and from;

- Accidents on site and RIDDOR data.
- Near miss incidents data.
- Specific incidents/ issues on site as recorded with Progress Reports – Site Dairies – Health and Safety Reports [check sheets and on-site inspections].
- Specific HSE field inspector reports.
- Specific project information relating to Health and Safety information; external bodies.
- Training identification.
- Operative training records.
- Operative and staff appraisals.

Works being undertaken on site are to be monitored by the onsite supervisor and site foreman to ensure works and practices are being undertaken in conjunction with associated risk assessments and method statements, together with good working practice. Risk assessments and method statements to be signed by all employees to state they have read and fully understand the control measures and the methodology proposed.

In addition, all personnel have an individual responsibility to monitor and evaluate their own actions whilst undertaking allocated tasks.

The company Health & Safety officer shall undertake regular reviews of site, to ensure adherence to health & safety legislation, documentation and good working practices. Audit to be completed and any issues will be incorporated and a set time shall be given to rectify onsite.

Performance of Health & Safety shall be reviewed regularly by Jennor Health & Safety officer. In addition any eventualities falling within the auspices of RIDDOR shall be documented accordingly. This mandatory record also serves as good reviewing technique so as to assist in being pro-active in preventing or reducing incidences of Health & Safety breaches.

The system is reviewed annually, correlation between the above data records is fundamental to the review process.

# Health & Safety Policy

## 3.0 Arrangements

### 3.16 Accident Reporting and Investigation

All accidents are logged in a BI510 accident book as prescribed by law. Accidents are further reviewed and action taken subject to their RIDDOR status. If necessary an F2503 is completed and forwarded to the HSE. All accidents are evaluated as to how they happened and as to whether further procedures can be put in place to negate further repetitions. Accident Investigation form to be completed on site with all operatives and witness. Statement to be submitted, if required, to the HSE and the accident statistics for Jennor UK Ltd updated.

### 3.17 Staff Training Arrangements

Operatives are annually reviewed individually to assess training needs and training identification. This is completed in conjunction with the Director, Line Manager and Training Manager.

Office Staff are reviewed via an Appraisal Process, this would be completed in conjunction with Director, Line Managers and Training Manager [as required].

Operatives are reviewed on a job to job basis in terms of works required and any training required to meet the works criteria. This is reviewed by the Project Manager, Training Manager and Health and Safety Manager. It is also identified during the Construction Phase Health & Safety Plan development.

The Training Manager will implement training and refresher courses as required.

### 3.18 Personal Protective Equipment

Initial issue of PPE is given at employment stage including Hard Hat, Safety Boots and High Visibility Vests/ Jackets.

Issued PPE is replaced via notification from employee a requirement for new – this is reported to either the Site Supervisor, Site Manager, Project Manager, Health and Safety Officer, Contracts Dept. and delegated to H&S Officer to purchase and issue to operative.

It is the responsibility of the employee to ensure all issued PPE is in good condition and inspected for damage prior to use. It is the responsibility of the employee to either purchase, or request new PPE as soon as it is identified as being sub-standard. Jennor [UK] Ltd will provide all required PPE to employees.

Initial 'Site Set-up' includes the provision of anticipated PPE, above and beyond operative issue and can include; dust masks, safety goggles, ear defenders, safety gloves etc.

This is arranged via the Contracts Manager and the Contracts Coordinator prior to commencement on site, and is generally formulated and identified at the Construction Phase Health & Safety Plan development stage.

Site Managers are responsible for the up-keep of aforementioned PPE, Site Managers in conjunction with Site Supervisors and Operatives shall request additional PPE above and beyond foreseen requirements should this be identified during the project.

Further PPE required is identified during the Construction Phase Health & Safety Plan and would be related to the Project Manager during development and review.

# Health & Safety Policy

## 3.0 Arrangements

### 3.19 Lone Working Procedures

Lone working shall only be permitted once adequate controls are implemented, in conjunction with developed management and controls, in the form of Risk Assessment and Method Statement development.

Lone working is not permitted without full review of inherent risks and the implementation of adequate controls by the Health and Safety Dept.

Lone working shall be avoided in all instances if possible.

### 3.20 Work in Confined Spaces

Working in confined spaces shall only be permitted once adequate controls are implemented, in conjunction with developed management and controls, in the form of Permit to Work, Risk Assessment and Method Statement development.

Working in confined spaces is not permitted without full review of inherent risks and the implementation of adequate controls by the Health and Safety Dept.

Working in confined spaces shall be avoided in all instances if possible.

### 3.21 Electrical Works

All electrical works will be completed by competent and qualified operatives only.

- All electrical works will be as per **NICEIC** guidelines.
- All works will conform to **The Electricity at Work Regulations 1989**.
- All works will conform to current **IET Wiring Regulations**.
- **No Live Working** is permitted at any time.
- All electrical works to be completed once circuits correctly isolated and the circuit is tested to ensure isolation.
- All electrical works will be completed to adhere to Task Specific Risk Assessments and Method Statements.
- All electrical works to be completed once isolated circuits are correctly locked and/ or clearly labelled to prevent accidental activation/ bringing live.
- Prior to isolation or reactivation of circuits, operatives must ensure potential risk to any other operatives, persons and/or public has been suitably and sufficiently controlled.

# Health & Safety Policy

## 3.0 Arrangements

### 3.22 Removal of Waste

All waste will be removed and managed as per Jennor [UK] Ltd **'Waste Management Policy'**.

All hazardous waste will be managed and removed by a specialist licensed waste removal contractor.

All general waste will be managed and removed from site adhering to the following requirements;

- All waste will be managed as per associated **'COSHH Assessment Sheets'**,
- All waste will be managed and disposed of as per manufacturers **'COSHH information Sheets'**.
- All waste will be managed on site using the correct PPE as outlined within **'Risk Assessments and Method Statements and COSHH Assessment Sheets'**.
- All waste will be disposed of as per current legislative duty.
- All waste will be disposed of by a licensed waste disposal depot.
- All waste will be transported by a licensed waste carrier.

Waste Carrier Registration Number; CBDU116797

### 3.23 Use of Cartridge Tools

All operatives must conform with the below requirements in all cases;

Prior to use operatives in all instances should;

- Read maker's instructions carefully, before using a tool.
- Load tool with barrel pointing away from operative, and other persons.
- Never walk around with a loaded tool.
- Wear correct PPE when using cartridge-operated tools.
- Hold the tool at right angles to the job when firing.
- Check the material that the bolt is to be fired into.
- Carry out a test fire first. Check there is nobody behind the target.
- Complete splinter guard is resting on work surface.
- Never place your hand over the end of the barrel.
- In the event of a misfire wait a minute, re-fire. If nothing happens, wait a further minute before unloading.
- Never leave a tool loaded.
- Never leave cartridges on the floor, dispose of them properly.

# Health & Safety Policy

## 3.0 Arrangements

### 3.24 Mobile Access Platform

Only competent operatives with an in date IPAF PAL [Powered Access Licence] shall use powered access platforms.

All operatives must conform with the below requirements in all cases;

- Ensure the ground condition does not present a risk of the MEWP becoming unstable or overturning.
- Ensure the area of use there is no risk of the MEWP being caught on protruding features or over head hazards e.g. steelwork, tree branches or power lines.
- Never migrate outside of the MEWP safety rails.
- Ensure restraint harness is worn for works within a boom type MEWP.
- Ensure the MEWP is visual inspected prior to use, and daily checks/ servicing are completed as recommended by the hirer and/ or manufacturer.
- Never use faulty and/or damaged equipment.

### 3.25 Fixed Scaffold

Fixed scaffold should never be constructed or altered or dismantled by Jennor [UK] Ltd operatives. Only specialist scaffolding contractors to erect fixed scaffolds. All scaffolds to be certificated on erection and issued with periodic inspection tags/ certificates as required to meet current legislative duty.

Risk Assessments, Method Statements, Insurances and [when required] construction permits must be in place and issued by the specialist scaffold contractor prior to erection.

All operatives to conform to The Work at Height Regulations 2005 and 2007 [revision].

All operatives must conform with the below requirements in all cases;

- Never over reach from scaffold safety handrails.
- Always stay within the confines of the scaffold safety handrails.
- Never excessively load scaffolds – the safe loading will be issued by the specialist scaffold contractor.
- To adhere to pertinent task specific Risk Assessments and Method Statements.
- Access the scaffold only via specialist access as installed by the specialist contractor.
- Never construct, alter or dismantle fixed scaffold components – all to be completed by specialist scaffold contractor.
- Never use materials where there is a risk of material and/ or debris falling and/or migrating, without specialist scaffold protection i.e. safety nets/ screen.
- Never attached equipment to the fixed scaffold unless sanctioned and designed by the scaffold specialist in regards to loadings and stress points., All equipment to be compatible for use in all case i.e. scaffold hoists.
- Never work on scaffold that appears visually damaged or loose.



# Health & Safety Policy

## 3.0 Arrangements

### 3.26 Tower Scaffold

**All operatives must conform with the below requirements in all cases;**

- Only competent persons to work on podiums and/ or tower scaffold (PASMA cert).
- All equipment utilised for working at height to be erected as per hirer/ manufacturer's instructions.
- All erection of equipment to be completed by competent persons.
- Never use faulty or damaged equipment.
- Safe use of all equipment utilised at height – in conjunction with safety handrails. Use all equipment in a safe manner with caution in mind.
- Visual inspection of all equipment before use and only use equipment that is in good working order.
- Ensure podiums and mobile scaffolds are erected by competent person and only used in conjunction with all associated safety components including handrails, outriggers and toe boards in place.
- Ensure tower scaffolds are inspected and recorded after initial installation, after any adverse weather conditions, damage and every seven days.



# Health & Safety Policy

## 3.0 Arrangements

### 3.27 Emergency Procedures

Emergency procedures for each project to be illustrated clearly in each Site Induction and contained within Construction Phase Health & Safety Plan. It is essential that emergency procedures work in harmony, in regards to any existing emergency procedures that may exist for the existing building/ premises.

Refer to Site Induction and Construction Phase Health & Safety Plan for each specific project.

In all instances emergency procedures to be clearly represented to all operatives/ staff working on site.

All operatives/ staff must conform with the below requirements in all cases;

- To read the Site Induction / RAMS and sign off as agreement they understand the emergency procedures and as agreement to conform to such illustrated emergency procedures.
- To familiarise themselves with existing emergency procedures as required to existing buildings/ premises where emergency procedures are already in place separate to the contracted works.
- Attend and sign off any existing Building/ Premises Inductions as required to enable them to work within the building, or on the premises.
- Not to access the site, not to commence the works, until the above criteria have been met.

### 3.28 Risk Assessments

Prior to commencement of each project, Risk Assessments must be fully developed and deemed suitable and sufficient to control hazards in all cases. Risk Assessments must be developed by competent persons only, and signed off by the Health and Safety Manager prior to each issue to site [including revisions].

Risk Assessments must be pertinent to each task/ project. Risk Assessments must be clearly displayed and available on site. Risk Assessments must be illustrated to operatives during the Site Induction process. In some instances Risk Assessments maybe related to operatives through a one to one meeting undertaken by the Health and Safety Manager.

All operatives/ staff must conform with the below requirements in all cases;

- To read and understand the Risk Assessments pertinent to their activity, in all instances, during the Site Induction and sign once read.
- To conform to all information contained within each Risk Assessment.
- To voice any concerns/ queries directly to the Health and Safety Manager, prior to commencement of any works. To stop all works, if concerns arise during the works and contact the Health and Safety Manager immediately [alternatively Site Supervisor/ Site Foreman/ Site Manager/ Project Manager].

# Health & Safety Policy

## 3.0 Arrangements

### 3.29 Safe Plant and Equipment

#### INTERNAL PLANT TOOLS

Jennor [UK] Ltd inspect all internal plant prior to being booked out.

Mandatory checks include;

1. All wires and wire insulation in good condition
2. No visible signs of damage
3. Outer casing in good condition
4. Operation of the tool is sound
5. Any blades/ saws are in good condition, no excessive wear or damage
6. All components are present
7. Access equipment is in good working order, all components are present and undamaged

All operatives must complete the same checks prior to use.

All internal plant is annually PAT Tested by a specialist company;

#### **McLennan [MC-ES Electrical Services]**

Unit K6, Taylor Business Park, Risley

Warrington, WA3 6BL

Tel: 01925 766044 | Fax: 01925 733997 | E-Mail: [info@mc-es.co.uk](mailto:info@mc-es.co.uk) | Web: [www.mc-es.co.uk](http://www.mc-es.co.uk)

#### EXTERNAL PLANT/ TOOLS

Jennor [UK] Ltd uses hire companies including Smiths, One Stop & Speedy Hire for a variety of tools and plant, their tools should be inspected prior to hire via their own internal procedures.

Operatives are still required to complete mandatory checks prior to use of 'hire plant' including;

1. All wires and wire insulation in good condition
2. No visible signs of damage
3. Outer casing in good condition
4. Operation of the tool is sound
5. Any blades/ saws are in good condition, no excessive wear or damage
6. All components are present
7. Access equipment is in good working order, all components are present and undamaged

# Health & Safety Policy

## 3.0 Arrangements

### 3.29 Safe Plant and Equipment [cont.]

#### DAMAGED PLANT/ TOOLS

Operatives are required to;

1. Report any plant/ tools with defects to the Site Supervisor/ Site Manager
2. Report any plant/ tools with defects to the Contracts Dept.
3. Label faulty plant/ tools as 'FAULTY' – clearly marked
4. Ensure hired plant is collected by the hire company as soon as possible
5. Ensure internal plant is returned to the Contracts Dept. to instigate repairs

**Any plant found to have a defect must not be used in any instance.**

### 3.30 Information, Instruction and Supervision

Jennor [UK] LTD recognises its statutory duty to provide its operatives/ staff with the necessary information, instruction and supervision necessary for their Health and Safety at Work.

#### **Information and Instruction**

Operatives/ Staff are provided with a variety of information, through the medium of signs, posters and written instructions, on a variety of topics including;

1. **Current Health and Safety Legislation**
2. **Companies Policies and Procedures including revisions**
3. **Specific Tasks Information e.g. Manual Handling**
4. **Health and Safety Law Poster and 'What you should know'**
5. **New Health and Safety Initiatives and Company Health and Safety Information**

#### **Supervision**

Operative/ Staff supervision takes place on at least an annual basis and at other times as required. Health and Safety is also reviewed during supervision. Operatives/ Staff are further reviewed through Personal Development Plans.

Jennor [UK] LTD actively encourages Operatives/ Staff to raise matters relating to their Health and Safety at Work, through their direct Line Manager or the Health and Safety Manager. This is further extended on site where issues can be related to Site Manager/ Foreman/ Supervisor/ Site Safety Enforcer./ Project Manager.

# Health & Safety Policy

## 3.0 Arrangements



### 3.31 COVID-19

#### COVID-19 Procedures

Jennor are taking robust measures to ensure that the wellbeing of our employees and sub-contractors is of paramount importance during the global outbreak of Coronavirus (COVID- 19).

We are closely monitoring the official advice given by both the World Health Organisation and the guidelines from Public Health England and the Construction Leadership Council on the steps we are undertaking. We are vigilant in ensuring all of our staff have been fully briefed and are constantly updated on the ongoing situation.

To ensure all employees are updated and are aware of the newly updated guidance. Jennor have created a new Site Operating Procedures (inline with CLC Guidance) to ensure operatives and contractors are working inline with the government guidance, as well as additional guidance given by Jennor Head Office.

Jennor have incorporated the following measures onsite to ensure the employees and contractors are kept safe and secure during work;

1. COVID-19 Site Operating Procedure
2. COVID-19 Self Certification
3. COVID-19 Risk Assessments
4. COVID-19 Toolbox Talks
5. Adequate and Sufficient signage installed
6. Temperature Readings

### 3.32 Stress Management & Mental Health Procedures

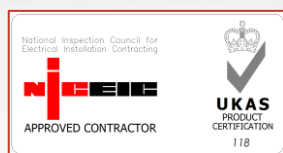
Stress is a normal psychological and physical reaction to the demands of life. A small amount of stress can be good, motivating you to perform well. But multiple challenges daily, such as sitting in traffic, meeting deadlines and paying bills, can push you beyond your ability to cope.

Jennor recognises this and actively tries to mitigate/minimise any excessive stress related problems during works, and outside of work, where possible. During working hours, meetings are held weekly to manage work levels, gauge employees existing work constraints and helps where possible.

As well as Stress Management, Jennor also recognises the impact of how Mental Health can affect everyone, no matter the role or age. To allow operatives onsite, and within the office, to speak to someone if needed, Jennor has trained office staff in mental health first aid. Contact details are put up onsite to not only give Jennor's onsite operatives someone to speak to, but the contractors Jennor employee also.



'Mitsubishi Approved Installer means we carry a five year warranty, while also offering lower supply rates'



'NICEIC monitoring of our installations periodically ensuring quality installations'



'Finishes & Interior Sector'



'Gas Safety Registered, for Gas Installation peace of mind'



'Construction line Registered Contractors'



'KRC means Komfort back our installation quality and offer lower supply rates'



'Association of Interior Specialist Gold Award Winners for our previous fit out work'



'Association of Interior Specialist Silver Award Winners for our previous fit out work'



'Safe Contractor Registered'





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