

Introduction

This Health & Safety Policy has been prepared to comply with the statutory requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974.

Within this document is JACHIN GROUP (SOLUTIONS) LTDs Policy Statement and Safety Procedures including arrangements for occupational health, safety and welfare.

JACHIN GROUP (SOLUTIONS) LTD recognises that failure to integrate health and safety into our work activities will result in harm to people and associated financial loss.

JACHIN GROUP (SOLUTIONS) LTD therefore takes an integrated approach to managing health & safety and forms part of the overall business strategy.

2. Health and Safety Policy Statement

It is the policy of JACHIN GROUP (SOLUTIONS) LTD (herein after referred to as the Company) to take all reasonable steps to ensure the safety, health and welfare at work of all its employees and all those who may be affected by the acts or omissions in fulfilment of its moral, legal and economic responsibilities.

A continuing policy is in existence for the maintenance and improvement of standards of health and safety to comply with the Health and Safety at Work Act 1974 and all other relevant statutory provisions.

It is considered a function of the company's management to implement a programme to ensure that such compliance is observed. Thereby ensuring such circumstances exist to promote and increase the awareness of matters pertaining to the health and safety of those associated with the Company.

The Company will also provide such information, instruction and training as is necessary to ensure that all its staff including Directors are aware of their own duties and responsibilities under relevant legislation and requests that all employees co-operate fully and support the management in pursuance of this policy.

All plant and equipment including personal protective equipment provided shall be safe and suitable. Risks assessments will be undertaken on a regular basis to ensure a safe system and safe place of work exists and that all hazardous substances used have the required and relevant information. Access to good first aid and medical services will also be made available.

Adequate provision shall be made for the welfare needs any employees whilst carrying out their tasks and duties and any hazard to health associated with any work shall be the subject of strict precautionary measures. This is further detailed within procedures risk assessments and written safe systems of work.

The Company also undertakes to ensure that so far as is reasonably practicable none of its operations shall affect the environment. Where they might, the best practicable means will be adopted to limit the effects. The objective of this policy is to advise staff at all levels on safe working methods, equipment, and conditions. This will achieve:

- The avoidance of injuries.
- The provision of safe and healthy working conditions and a general environment in which the individual can offer their maximum contribution to the Company.
- The control of loss and damage to plant and equipment.

It shall be the duty of all concerned that there shall be a regular review (minimum every 12 months) of this policy to ensure that any new developments and circumstances are catered for. A copy of the policy statement shall be provided for each employee and a copy displayed in a suitable place. The Company will encourage representations to be made in the interests of furthering the health and safety commitment of the Company.

Signed:

Paul Hewett: **Director of Operations & Business Development**

Date: 31st January 2023

3. Organisation and Responsibilities for Health & Safety

This section outlines the organisation and responsibilities that JACHIN GROUP (SOLUTIONS) LTD has assigned to staff to ensure that the health and safety of its workforce and others affected by its operations are given priority.

Effective management, administration and communication of this policy can achieve this.

JACHIN GROUP (SOLUTIONS) LTD has overall responsibility for health and safety within the company. He is responsible for ensuring that the health and safety policy reflects the aspirations of the company to ensure the health, safety and welfare of both the workforce and visitors.

JACHIN GROUP (SOLUTIONS) LTD is responsible, so far as is reasonably practicable, for the implementation of the policy on sites where his workforce is present in the course of their duties.

All staff and any subcontractors have a responsibility to comply with the health and safety legislation and not do anything that may endanger themselves or anyone else. They should report hazards and dangerous situations as soon as possible to JACHIN GROUP (SOLUTIONS) LTD and take appropriate action to avoid an accident occurring.

Periodic health and safety inspections may be undertaken by a nominated person if required following the company guidelines and recognised legislation. Training will be provided in relevant subjects and risk assessments and method statements for work activities undertaken, at a minimum of 1 per site start or as applicable.

OBJECTIVES

- To provide and maintain safe working conditions and systems of work that will minimise the risks of an accident occurring.
- To make our workplaces and sites 'accident-free' zones.

- To ensure that all staff are in receipt of latest health and safety guidance and best practice and to ensure that any identified gaps in safety training and information provision have been completed.
- To ensure that appropriate risk assessments and method statements are completed for all work on site.
- To continue to ensure that the workforce is aware of emergency procedures in operation in the event of fires, bombs, or any other critical incident.
- To ensure that our company ethos is good safety which ultimately underpins our corporate, social and economic values and that sustainable and successful growth can only be realised by a proactive and positive attitude to safety, health and the environment.

Management

Effective implementation of this policy requires the Director to implement and maintain effective health and safety systems of work.

Managing work to ensure safety and absence of risks to health is a key individual responsibility and a prime business objective. Absence from work as a result of sickness or injury as a consequence of a work situation can cause serious business problems. It is therefore a key objective of all persons with responsibility within the company to prevent cases of ill health and accidents as a result of work activities.

The Management of Health and Safety at Work Regulations 1999 require that the arrangements for managing health and safety should be integrated with those adopted to manage all other business functions.

Staff

The basic rules that JACHIN GROUP (SOLUTIONS) LTD expects staff to follow are summarised below.

- To report all accidents, incidents, hazards, and notifiable diseases.
- To work safely and not do anything that could endanger themselves or other people.

- To understand and follow local emergency procedures including raising the alarm, evacuation procedures for fires and action to be taken in bomb alerts.
- To participate in evacuation drills and fire training sessions.
- To use equipment in a safe manner and not carry out repairs unless trained.
- To avoid manual handling activities where there is a risk of serious personal injury unless suitable training has been provided.
- To work in accordance with the requirements of risk assessments, method statements and the information contained in this Policy.

Competent Persons

JACHIN GROUP (SOLUTIONS) LTD will ensure that competent persons will provide help and assistance with respect to the health and safety measures that need to be taken.

Where necessary, Directors, staff and any subcontractors will receive suitable first aid training so that there is adequate cover at site locations in the event of an accident occurring.

Similarly, fire wardens will be trained where it is necessary to have a person available to confirm evacuation of the relevant location. All other persons will receive suitable health and safety training.

To receive professional health and safety assistance and to give guidance on both general and construction related health and safety matters, JACHIN GROUP (SOLUTIONS) LTD has appointed Safety Accreditation Solutions Ltd as their external Health and Safety Adviser.

The role of the Adviser will include providing the following as and when necessary:

- Advice on all aspects of health and safety with specific reference to legislation.
- Assistance with risk assessments and method statements
- Liaison with Environmental Health Officers, HSE Inspectors or other enforcing authorities when requested.

- If required, occasional safety inspections and annual reviews to ensure that good standards are being maintained and current legislation complied with.
- Advice about accident prevention and investigate the causes of accidents if required.

4. Arrangements

1. Accident Reporting

- a. It is the responsibility of JACHIN GROUP (SOLUTIONS) LTD to record and report, if necessary, details of all accidents and near misses that happen to staff whilst at work. This includes accidents to staff that happen on another site even if accident details are recorded at the time by the Client or Principal Contractor.
- b. Staff should report all accidents and near-miss incidents that occur during their working day. The purpose of reporting accidents and near-miss incidents is to ensure that the causes can be ascertained, and that remedial action can be taken to prevent a recurrence.
- c. The accident forms are kept on site and in the office and details of all accidents should be recorded as soon as possible after the accident.
- d. If the accident results in a major injury such as a broken leg or hospitalisation for more than 24 hours, Aaron Snow will be responsible for notifying the HSE as soon as possible, either by telephone 0845 300 99 23 or online at www.hse.gov.uk/riddor/report. This is in accordance with the procedures specified in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (as amended 2012).
- e. If the accident is less serious but the member of staff is absent for more than seven days (Saturday and Sunday should be counted) the report should be submitted within 15 days of the accident occurring.
- f. Details of accidents to staff when at a site should be entered in the accident book kept on site. The accident should also be recorded on an accident report form kept in the office.

2. Asbestos

- a. JACHIN GROUP (SOLUTIONS) LTD recognises the dangers that asbestos presents. As such, it will ensure that all site staff will be made aware of the problems associated with asbestos and the locations where it can be found.
- b. Site staff should ask for a copy of an asbestos survey at all locations before they start work or carry out investigatory work.
- c. Surveys of premises should be carried out in accordance with the Control of Asbestos Regulations 2012. Where no asbestos exists, a statement to this effect will be provided.
- d. Under no circumstances will staff or subcontractors work with asbestos. Licensed asbestos removal contractors will be used to remove the asbestos containing material before any work starts.
- e. If any material that could contain asbestos is disturbed, all work will stop, and the area made safe. The material will be analysed, and no work will be allowed to start until confirmation is given that it is safe to do so.

3. CDM2015 duties

Definition:

A Contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

The Company therefore has an important role in planning, managing and monitoring their work to ensure any risks are controlled.

On all projects, JACHIN GROUP (SOLUTIONS) LTD will:

- Make sure our clients are aware of the client duties under CDM 2015 before any work starts.

- Manage and monitor all work carried out by themselves and their workers, considering the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them.
- Check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them.
- Make sure that all workers under their control have a suitable, site-specific induction, this is to be in addition to any Induction that has already been provided by the principal contractor.
- Provide appropriate supervision, information and instructions to workers under their control.
- Ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access.
- Ensure that suitable welfare facilities are available from the start for workers under their control and maintain them throughout the work.

In addition to the above responsibilities, the Company working on projects involving more than one contractor will:

- Coordinate their work with the work of others in the project team.
- Comply with directions given by the Principal Designer or by the Principal Contractor.
- Comply with parts of the Construction Phase Plan relevant to their work.
- Where the Company is the only contractor working on a project, ensure a Construction Phase Plan is drawn up before setting up the site.
- When working as the only Contractor for a Domestic Client, take on the client duties, as well as their own as Contractor. However, this should involve them doing no more than they will normally do to comply with health and safety law.
- Where a domestic project involves more than one Contractor, the Principal Contractor normally takes on the client duties and the contractor will work to the Principal Contractor as 'client'. If the Domestic Client does not appoint a

Principal Contractor, the role of the Principal Contractor must be carried out by the Contractor as Principal Contractor and the Client duties must be carried out by the Contractor in control of the construction phase and the Client duties must be carried out by the Contractor as Principal Contractor. Alternatively, the Domestic Client can ask the Principal Designer to take on the client duties (although this must be confirmed in a written agreement) and the Contractor must work to them as 'Client' under CDM 2015.

The relevant documents below must be referred to regularly to ensure that the company's management and workforce comply with the CDM 2015 regulations.

- Managing health and safety in construction - L153
- A quick guide for clients on CDM 2015 - INDG411
- Construction Phase Plan (CDM 2015) - CIS80
- Legislation: CDM Regulations 2015
- CITB: CDM guidance and construction phase plan app

4. Chemicals - Control of Substances Hazardous to Health (COSHH)

- a. All substances that may be hazardous to health and used by the Company and workforce will be identified and assessed according to the requirements of the Control of Substances Hazardous to Health Regulations 2002 as amended.
- b. These assessments and the Safety Data Sheets for each item used by the Company are to be held on site for reference.
- c. All subcontractors are required to provide their own risk assessments for COSHH products. Details of these assessments should be kept on site for the information of their staff.
- d. All site operatives are required to have read and understood the COSHH assessments prior to using any substances hazardous to health.

- e. Personnel will be expected to wear suitable personal protective equipment as specified in the assessments/data sheets and this will be provided to staff as appropriate. Suitable training in the safe use of personal protective equipment will be provided.

5. Co-operation, Coordination, Consultation and Communication Procedures

- a. JACHIN GROUP (SOLUTIONS) LTD will liaise with all other Contractors, Clients, Designers and Principal Designers before the project starts to ensure that all aspects of health and safety are taken into consideration and planned for, in order to minimise risks to persons on the site and to those who have to work with the installation once complete.
- b. JACHIN GROUP (SOLUTIONS) LTD will ensure that all relevant information concerning the project is made available to those requiring it and will cooperate with instructions from the project team to ensure safety on site.
- c. JACHIN GROUP (SOLUTIONS) LTD will work closely with the project team to ensure that all aspects of health and safety are included in the design to minimise the risk of incidents.
- d. All relevant staff will be consulted on projects and designs and suitable information and training will be provided to ensure that staff, remain up to date with current legislation and requirements of any Approved Codes of Practice.
- e. The Competent Health and Safety Adviser will be used to provide advice and assistance as necessary with respect to projects.
- f. Health and safety will be discussed at project meetings, team meetings and management meetings. Information on specific health and safety issues will be communicated by means of meeting minutes, e-mail and risk assessments and method statements.
- g. There is no formal health and safety committee established but staff and contractors are encouraged to discuss health and safety issues with management as and when issues arise. If management want to pass out information quickly this is done verbally or at meetings and via e-mails.

- h. Inductions and Tool-box talks will be given on site to provide site instruction and to allow staff and subcontractors to discuss relevant issues.

6. COVID19

COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19, and in particular JACHIN GROUP (SOLUTIONS) LTD will always consider the risks to their staff and visitors. Everyone needs to assess and manage the risks of COVID-19. As an employer, we also have a legal responsibility to protect workers and others from risk to their health and safety. This means we need to think about the risks we face and do everything reasonably practicable to minimise them, although we recognise that we cannot completely eliminate the risk of COVID-19.

We have therefore undertaken a risk assessment using Government guidance that addresses the risks of COVID-19.

These items include:

1. HAND WASHING

Hand hygiene remains front and centre. Frequent and adequate hand washing is effective but also simple, logical and cheap.

2. WORKER ENGAGEMENT

Ensure all staff receive adequate information and have read and understood the risk assessment.

3. SOCIAL DISTANCING

Staff should maintain adequate social distancing wherever possible (2M)

4. REMOTE WORKING

Use of online meeting facilities, even when people are working in the same building.

5. VENTILATION

Good ventilation is another basic control measure to reduce the risk.

6. MENTAL WELLBEING

The detrimental impact of the pandemic on our collective mental health and wellbeing and the importance of controlling contact, time management and fatigue.

7. BACK PAIN

With remote workers, the assessment also highlights the musculoskeletal disorders risked by lengthy DSE use at home.

8. SHIELDING WORKERS

The need to identify those within the workforce who are vulnerable or clinically extremely vulnerable.

9. TRAVELLING

Use of public transport should be avoided. Use Company vehicles only.

10. FACE COVERINGS

Whilst simple barriers (not PPE) have a part to play in reducing the transmission risk, these are not required to be worn in the workplace but where people choose to wear them, we will support them.

7. Disability Discrimination

- a. It is the policy of JACHIN GROUP (SOLUTIONS) LTD to comply with all legislation including the Equalities Act 2010, which covers Disability Discrimination amongst other areas within its remit.
- b. It is the policy of JACHIN GROUP (SOLUTIONS) LTD that no person should be disadvantaged because of disability wherever possible.
- c. In order to accomplish this, the work areas, means of access and welfare facilities on site will be improved when necessary, so far as is reasonable to achieve this objective.
- d. Action will be taken to ensure that wheelchair users can access the site if required. Special desks, chairs and office equipment will be provided if necessary.

- e. A review of the facilities provided will be carried out annually to establish if any area requires modification to enable a disabled person to work.
- f. Specific instructions concerning the evacuation of disabled persons will be included in the emergency plan that is circulated to staff on an annual basis.

8. Drugs & Alcohol Policy

Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from JACHIN GROUP (SOLUTIONS) LTD premises and/or areas under JACHIN GROUP (SOLUTIONS) LTD control and will be subjected to disciplinary measures which could lead to instant dismissal.

Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and be subjected to disciplinary measures.

Special consideration shall also be given to Client conditions and requirements regarding this subject when working on their premises/Contracts.

Random drug screening may be carried out on Employees engaged on safety critical work.

If tests prove positive for alcohol or drugs, this would be classified as a breach of the Company Health and Safety Policy and would therefore result in disciplinary procedures, which could include dismissal.

The Company as a standard will use the standards for a positive test shown below for Drugs and Alcohol generally.

Company Management should check the standards of positive tests with all the Company's Clients and if there are standards for positive tests lower than the figures below, then those lower standards will be adopted by the Company for that particular Client.

All employees (however employed or engaged) should note that it might take more than 24 hours for alcohol in blood to disperse.

Employees should carefully consider this aspect, particularly those who are engaged on safety critical work, or those Employees engaged on Contracts where the Company's Clients specify very low acceptable alcohol levels.

Any Company employee found under the influence, or in possession of illegal drugs whilst at work, will be removed from site immediately and the matter reported to the Police.

This type of offence will be classified as a major breach of the Company Health and Safety Policy, which would result in the Employee being dismissed.

9. Fire Procedures

- a. On discovering a fire, the alarm should be raised immediately. If in an office area, a break-glass call point should be activated, and this sounds the alarm throughout the premises.
- b. On hearing the alarm, all staff should evacuate the building or site immediately by the nearest exit and go to a safe zone well away from the building or site.
- c. Under no circumstances should any staff try to fight the fire unless they are confident that the fire can be brought under control and that they know how to use an extinguisher.
- d. In the event of an evacuation the Fire Warden is responsible for making sure that everyone vacates the building or site. The Fire Warden will check off names.
- e. Water and carbon dioxide fire extinguishers are provided, and these are examined and tested on an annual basis.
- f. Weekly visual inspection of the extinguishers at sites will be undertaken by the Principal Contractor.
- g. It is the responsibility of the building owner or site management to keep records of the smoke detector tests and emergency lighting tests.
- h. All staff will receive fire awareness training every year.

10. First Aid

- a. First aid boxes are provided on site for use by staff in an emergency.
- b. JACHIN GROUP (SOLUTIONS) LTD is responsible for ensuring that the contents of each first aid box are regularly checked and that these are replenished as necessary.

11. Lone Working

- a. Lone working is to be avoided.
- b. When working early or late (before 7am and after 6pm) alone, the last person working must ensure that the workplace area is safe when leaving and this includes locking doors and looking for signs of burning/ fire.
- c. When travelling or going to visit a site, information should be given to others about the places that will be visited. A record of the call should be noted and contact details recorded. This will enable contact to be made in an emergency and for a follow up to be made in the event of the member of staff not returning.
- d. If staff are delayed and will not be returning until much later than they originally said, they must phone their contact to update them. If they decide to go home directly from a site or a meeting, they should let their contact know as they depart for home.
- e. Staff visiting a site alone must always keep a mobile phone with them. The phone should be kept switched on during the duration of the visit. Similarly, staff visiting an unoccupied site must take a mobile phone.

12. Manual Handling

- a. All staff and subcontractors required to lift heavy or awkward weights on a regular basis will receive suitable kinetic handling training.
- b. Risk assessments will be carried out of all regular manual-handling tasks and these will be written when the risks to staff are identified as being other than low. In these circumstances, the staff involved will be given appropriate detailed training and information.

- c. Records of manual handling and kinetic handling training records will be kept in a file for future reference.

13. Monitoring, Audit and Review

- a. Regular monitoring of project work will be carried out at regular intervals by management to ensure that standards are being maintained. JACHIN GROUP (SOLUTIONS) LTD realise the importance of both proactive and reactive monitoring and will undertake the following activities.
- b. Proactive monitoring includes workplace inspections carried out on a regular basis by the Principal Contractor, JACHIN GROUP (SOLUTIONS) LTD or Safety Adviser. The frequency of inspections at sites depends on duration, the nature of the work being undertaken, and the risks involved.
- c. Risk assessments form part of the monitoring process – see below. These are undertaken as and when necessary and reviewed annually or sooner if they are no longer valid.
- d. Training is undertaken for staff on a range of issues including Asbestos, COSHH, Manual Handling and other relevant items. Some of this training is carried out annually and all staff receive induction training on joining the company. Records of this training are kept for future reference.
- e. Annual reviews are carried out and standards and procedures are audited as part of this annual management review.
- f. All accidents and cases of ill health are reviewed as part of the reactive monitoring to identify trends and measures that can be taken to minimise the risk of further problems arising in future.

14. Personal Protective Equipment

- a. All staff that visit sites will be provided with an individual issue of protective footwear. Staff will be allowed a choice of boots and these will be replaced if they become damaged or worn out.
- b. A supply of protective hard hats will be kept available. Staff visiting sites should take a hard hat with them even when the site is not a hardhat site. This is to ensure that the hat can be worn if circumstances dictate.

- c. Other personal protective equipment such as eye protection, respiratory protection or hand protection will be issued on an 'as required basis. These will be provided when necessary if the Principal Contractor does not provide this on site.
- d. All persons using cars or vans to travel to and from sites should carry a torch, first aid box and a warning triangle. JACHIN GROUP (SOLUTIONS) LTD will provide a small travelling first aid box for all regular users of cars or vans. Staff should provide the other items.

15. Portable Electrical Equipment

- a. A competent person will regularly test all portable electrical equipment in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). Equipment will be labelled as having been tested and records will be kept.
- b. Testing of equipment will be in accordance with guidance from the HSE and the IET. Equipment that fails the test must not be used and this will either be repaired or disposed of safely.
- c. Under no circumstances should staff use untested electrical equipment at work. If there is a need for the equipment, it must be tested before use.
- d. Staff should regularly have a look at their electrical equipment to ensure that it is in good condition and has not been damaged. It is essential that wiring is checked to make sure that it has not become trapped and damaged by equipment, doors, floor boxes etc.
- e. Cables should not be allowed to become tripping hazards. Cables should be tidy and covered over where they become a tripping hazard such as in walkways or plant area.
- f. All faults should be reported immediately. Most fires occur because of poor electrical connections. The equipment should be unplugged and not used until it has been checked.
- g. All equipment that is not required should be kept switched off and isolated overnight. This is to minimise the chances of a fire occurring out-of-hours.

- h. All portable equipment used on site will either be battery operated or 110-volt centre tapped to earth. If 240-volt equipment is required, this will be PAT tested and provided with a Residual Current Device. 240-volt equipment will not be used in wet or corrosive atmospheres.

16. Prevention of access by unauthorised persons

As a sub-contractor working on a site controlled by a main contractor, we are not usually able to control the access and egress into the entire work site. However, if we notice that an unauthorised person such as a member of public or a minor has entered the work area then we will take action to ensure that the person is safely removed from the work area by notifying the relevant staff member of the main contractor of this occurrence.

We will ensure that 'more than adequate' arrangements are in place regarding protection of the public and unauthorised access to our work areas.

The necessary cordons and signage shall be erected and if required, persons deployed to control non-works personnel access.

We will ensure that only authorised persons have access to the site or work area and that effective measures are taken to prevent unauthorised entry to the site at any time. Appropriate measure may include hoarding, fencing, barriers, locks, warning signs and general access route signs to inform members of the public, visitors and any other party that unauthorised access is forbidden.

If noisy works are to be undertaken, then the area should be cordoned off to prevent any access and exposure to unauthorised personnel.

If using an access ladder which must be left attached outside of working hours, a board must be securely lashed to the rungs from ground level to prevent unauthorised access.

Access to ladders and roofs must be prevented to unauthorised persons, particularly children, after working hours.

17. Prevention of violence to staff

- a. JACHIN GROUP (SOLUTIONS) LTD recognises its responsibility to prevent violence to staff so far as reasonably practicable. This includes all staff and especially those that work alone on sites.
- b. Directors will be responsible for the prevention of foreseeable violence, including intimidation and undue pressure, to members of staff in their areas of responsibility.
- c. A professional counsellor may be appointed, to counsel staff who have been involved in violence.
- d. Directors will be responsible for the strategy following a robbery, attack, or blackmail attempt. They will be responsible for discussions with the media and police, for de-briefing staff, for providing support to staff and for assistance to staff involved in court hearings.
- e. The procedures and policy with respect to the prevention of violence to staff will be reviewed and updated on a regular basis.

18. Roof work / Work at height

- a. Although not applicable to Jachin Group (Solutions) Ltd core work activities, all staff that are required to work at height will be given specific training in the safe procedures to follow. These will include action to be taken in adverse weather, lone working procedures, and the safe means of approaching an edge from which it is possible to fall. The possible risk of falling any height will be eliminated as a primary prevention measure before other control measures are considered in accordance with the Work at Height Regulations 2005.
- b. All roof edges will be provided with suitable edge protection – where this is not available, temporary edge protection will be installed by a competent person. Where this is not possible other restrictive measures such as a fall restraint harness and lanyard will be used. Under no circumstances should a person approach an unguarded roof edge unless suitable precautions are in place.

- c. Suitable risk assessments and method statements will be provided, and staff are expected to follow the specified procedures in order to avoid a serious accident.
- d. All staff who work alone at any site are required to follow the phone-in procedures to ensure that emergency action can be taken in the event of no communication being received within the specified period.
- e. All staff will receive suitable training in the safe use of ladders & step ladders where appropriate for them to access heights safely.
- f. Care will be taken to prevent trespassers and other persons accessing roofs from scaffolds and mobile elevated working platforms by taking suitable precautions which will form part of the risk assessment.
- g. The use of ladders will only be considered as a last resort. For example, where the use of scaffolding or mobile access equipment is not reasonably practicable.
- h. It is the company's policy to ensure all work using ladders is properly planned and risk assessed and that all possible control measures are implemented. The company shall ensure that all ladders are maintained on a regular basis to ensure their condition does not deteriorate.
- i. Ladders should be of good condition and sound material and of adequate strength for the purpose for which they are used, therefore:
 - All ladders will be inspected once every three months and the inspection recorded in the ladders register.
 - After ladders have been inspected, they will be labelled to signify that they are safe for use until the next inspection.
 - All ladders, which are defective at the time of inspection, will be withdrawn from service.
 - All ladders will be stored in suitable locations and shall be the responsibility of the management to ensure that all ladders issued are in a safe condition.

19. Risk Assessments

- a. JACHIN GROUP (SOLUTIONS) LTD accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore, to comply with the Management of Health and Safety at Work and to safeguard the health, safety and welfare of employees and others, the company will take all reasonably practicable measures to reduce those risks to an acceptable level. This is achieved by undertaking suitable and sufficient Risk Assessments and Method Statements for all work activities undertaken by the company.
- b. The aim of the risk assessment process is to:
 - Identify hazards associated with the company's undertaking and any hazards associated with the premises.
 - Identify any person who may be affected or injured by the hazards.
 - Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.
- c. Nominated personnel will complete risk assessments and method statements for all work activities undertaken by the company and will strive to ensure that the documentation is reviewed if circumstances change.
- d. The company will ensure that all persons who compile the risk assessments and method statements have received appropriate training to ensure they are competent to undertake risk assessments.
- e. The training that is given to staff will enable them to:
 - Identify all hazards associated with the company's activities.
 - Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a site-specific assessment.
 - Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard.
 - Document the assessment process to enable the control measures to be disseminated to all relevant people.
- a. Management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order

that the work activities are completed in a safe manner as documented in the assessment.

- b. The company will not employ or accept as a work placement any young person unless an assessment has been undertaken outlining any hazards to which they will be exposed. When the assessment is completed, particular attention will be given to the following areas:
- The inexperience and lack of awareness of risks of the young person.
 - The layout of the working environment and the workstation where the young person is required to work.
 - The nature, degree, and duration of exposure to any physical, biological and chemical agents to which the young person will be exposed.
 - The type and use of work equipment that is required to be operated along with the way that it is handled.
 - The extent of the health and safety training, which is provided, along with details of any additional training that is required to be undertaken.

Procedures to follow when completing Risk Assessments

Step 1

Look for the hazards. Ignore the trivial and concentrate on the significant hazards that could result in serious harm or affect several people.

Step 2

Think about the people who might be harmed and how, taking into account people who may not be in the workplace at all times, e.g. site owners, cleaners, visitors, contractors, children etc.

Step 3

Assess the likelihood of the event occurring and the severity of the event if an accident were to occur. When this has been determined, calculate the total by multiplying the probability and the severity to decide whether the risks are designated as low, medium or high-risk activities. Decide whether the existing

precautions are adequate or whether further precautions are required to be implemented. Ask the question - Can I eliminate the hazard? If not - How can I control, it?

Step 4

Record the actions required to implement to adequately control the risk.

Step 5

Review the assessment at regular intervals and any new process that is introduced into the company. It is important to ensure all assessments are recorded and distributed to the necessary people.

Where any assessment indicates that the risk is moderate or high, action will be taken to reduce the risk to a minimum before work commences.

20. Site Rules

- a. Staff must sign in when they arrive on site.
- b. Staff must not go anywhere on a site where they knowingly put themselves in danger of an injury.
- c. Particular care must be taken to ensure that safe access and egress is available to all areas visited.
- d. On no account should staff or subcontractors:
 - Enter onto any roofs unless it has been confirmed that these will support a person's weight
 - Enter unlit spaces without a torch or light
 - Enter confined spaces such as manholes, tanks etc without appropriate training and a permit to work system being in operation.
 - Attempt to climb ladders whilst carrying other items unless these are in a shoulder bag or similar carrying device to allow both hands to be free.
- e. Before ascending any ladder, ensure that it is tied and that it extends at least 1.1 metre above the working platform.
- f. Before going on scaffolding, ensure that handrails and toe boards are in place to prevent falls.

- g. If a member of staff is in any doubt about his or her safety while on site, risk assess the situation and if necessary, seek advice from the health and safety advisor or site manager.
- h. If there is a need for any materials on site to be disturbed / sampled etc a request should be made to see the asbestos register. This is a requirement of the Control of Asbestos Regulations 2012.

21. Smoking

- a. It is illegal to smoke in any enclosed workspace and in shared company vehicles under the Smoke-free (Premises and Enforcement) Regulations and Smoke-free (Signs) Regulations 2007. As such JACHIN GROUP (SOLUTIONS) LTD will actively prohibit smoking in the workplace and will aim to improve the health and wellbeing of all persons on site.
- b. Smoking is only permitted in areas specifically designated as a smoking area.
- c. Smoking areas should always be kept safe from flammable material, which must never be stored or allowed to accumulate in areas where smoking is permitted.
- d. Suitable receptacles will be provided for smoking materials, and these will be regularly emptied.
- e. All site personnel will adhere to the clients' local ruling about smoking.
- f. Should any person be found in breach of this policy; standard disciplinary measures will be followed.
- g. Visitors will be asked to immediately extinguish the item and warned or asked to leave site.

22. Stress prevention

- a. The Company recognises that, whilst a degree of pressure can be a positive force at work, excessive demands and pressure have a negative effect on health and on performance at work. The Company is committed to promoting good health at work; it is therefore concerned to recognise the negative impact that stress has on individual members of staff, and to provide suitable support mechanisms for members of staff suffering from stress.

- b. Through the risk assessment process, the Company will continue to identify hazards and assess all risks to mental and physical health and safety with the objective of reducing them, as far as is reasonably practicable.

23. Subcontractor Control

- a. All subcontractors will be expected to provide a completed Subcontractor Assessment Form and be approved prior to being appointed for any work.
- b. All subcontractors will also be expected to provide written method statements and risk assessments for the work being undertaken except where the level of risk is very low. The RAMS should outline the hazards involved with the work, identify the risks and state the action that will be taken to reduce these risks to acceptable levels.
- c. If work concerns building or maintenance operations, a Construction Phase Plan (CPP) must be available on site before any work starts where the work is notifiable to the Health and Safety Executive.
- d. A responsible person will be responsible for obtaining copies of the relevant documentation from the subcontractors, including competency cards, training certificates and employers and public liability insurance. If these do not appear satisfactory, work will not be allowed to start.
- e. All accidents involving subcontractors must be reported to JACHIN GROUP (SOLUTIONS) LTD and to the Enforcing Authority if appropriate.
- f. All subcontractors working on JACHIN GROUP (SOLUTIONS) LTD premises or sites controlled by them will be provided with a copy of the asbestos survey report or a statement to the effect that no asbestos materials are contained in the building.

24. Training, information, and instruction

- a. The Health and Safety at Work etc. Act 1974 places a duty on employers, so far as is reasonably practicable, to provide information, instruction and training to all employees to ensure their health, safety and welfare whilst at their place of work.

- b. Management are required to have sufficient knowledge about health and safety matters to determine priorities and assess the performance of others. It is therefore important that there is consultation with others because without it there will be little genuine commitment to safety.
- c. Management will regularly review the health and safety training needs of individuals on regular intervals and where necessary send them on the appropriate course to ensure that they are competent to undertake their job role in a safe manner.
- d. Management will make sure that a responsible and professional attitude is always exhibited to all other site personnel.
- e. It should be made clear that failure by site personnel at any level to obey safety rules will be taken very seriously. This commitment to health and safety, together with a commitment to training, is given in the company policy statement.
- f. Health and safety training for managers and site supervisors is essential as they have a key responsibility for maintaining a safe working environment. It is important that they appreciate their accountability for the safety of those under their control. Therefore, they will be trained to identify unsafe systems of work and to put them right.
- g. All new starters to the company will receive basic induction training in the following aspects of health, safety, and welfare:
 - Location of toilets, washing facilities and canteen.
 - Fire drill procedure.
 - Action in the event of a fire.
 - Types of and uses of fire extinguishers.
 - Location of the accident books and the reporting procedure.
 - Major chemical hazards, symbols of exposure and the precautions needed.
 - Location of the first aid facilities and the names of the first aiders.
 - Signing IN and OUT procedure.
 - Importance of tidiness and good housekeeping.
 - Safety rules.

- h. The induction training will commence on the first working day for the new starter, so that they are familiar with the company's basic health, safety, and welfare procedures. When this is not practical, induction training must be completed before the new starter is exposed to any hazards or associated risks within their place of work.
- i. The company is responsible for ensuring all personnel have received adequate training specific to their job roles to enable them to carry out their work safely and with the minimum of risk. This includes ensuring that information is given about specific hazards, precautionary measures and risks relating to any activities.
- j. All training will be recorded on a suitable training log and this will be regularly reviewed to ensure individuals competency and awareness is refreshed at regular intervals.
- k. It is the company's policy to ensure all employees are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks.

25. Welfare facilities

- a. The company will ensure so far as is reasonably practicable the health, safety and welfare of themselves, any staff, and subcontractors whilst at work. The Workplace (Health, Safety and Welfare) Regulations 1992 expand on these duties.
- b. The Company will aim to comply with these regulations by:
 - Providing a reasonable temperature in all workplaces during opening hours that will be at least 16 degrees Celsius unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees Celsius.
 - Ensuring suitable and sufficient lighting is provided, that is, so far as is reasonably practicable, natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.

- Keeping the premises clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.
- Providing windows and doors that are made from safety material or protected against breakage. They shall also be appropriately marked to make them apparent.
- Providing adequate toilet facilities that are cleaned on a regular basis and have hot and cold running water, soap and towels or other suitable drying facility. In the case of water closets used by women, suitable means will be provided for disposal of sanitary dressings.
- Providing adequate wholesome drinking water that is readily accessible and appropriately marked.
- Providing somewhere that employees can store outdoor and personal clothing whilst at work. This facility should be clean and well-ventilated to enable wet clothes to dry.

26. Workstations

- a. If applicable, suitable advice and training will be provided to staff with respect to the safe use of their workstations.
- b. JACHIN GROUP (SOLUTIONS) LTD will ensure that assessments are carried out on a regular basis and that the findings are made known to the staff. If alterations are required to any item such as the chair, the computer equipment or the lighting, this will only be done after consultation with the member of staff concerned.
- c. It is recognised that certain modifications may be needed to a workstation on account of the member of staff who is working at the workstation. An ergonomic approach will be taken when assessing the need for change.

27. Work Equipment

- a. All work equipment will be electrically tested in accordance with the recommendations from the HSE and the IET. If problems are identified when testing equipment, the frequency of testing will be increased. A competent person will carry out the tests and records will be maintained.

- b. JACHIN GROUP (SOLUTIONS) LTD expects and requires electrical equipment is maintained in good condition, is used for the correct purpose and is subject to a PAT test or other formal examination in accordance with guidance from the HSE.
- c. All plant and equipment requiring statutory inspection such as mobile elevated working platforms, cranes, tools etc will be inspected and tested by the due date.
- d. A lifting plan will be written before lifting using a crane or a Mobile Elevated Working Platform is used.
- e. Any faults must be highlighted immediately, and the equipment taken out of use if there is a risk of an accident occurring.
- f. Guards on machinery and equipment must always be kept in place. Damaged or broken guards must be reported, as the purpose of a guard is to prevent access to dangerous parts of machinery.
- g. Users of equipment should make themselves aware of the operating instructions for all equipment and should not use dangerous equipment unless fully trained. Repairs must be carried out by a competent person only.
- h. All electrical equipment must be isolated at night and disconnected to avoid the possibility of a fire.

For and behalf of Jachin Group (Solutions Ltd)

Updated: 23rd January 2024

