



## **Health & Safety Policy**

**Issue 17**

**Revised: January 2020**

**Jessup House  
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Policy Date: 23 January 2020  
Review Date 22 January 2021

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## 1.0 General Health & Safety Policy Statement

Jessup Brothers Limited is committed to provide safe and healthy working conditions for the prevention of work-related injury and ill health, to its workers, contractors, members of the public and anyone else who are affected by our operations.

The Company commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations 1999 and all other applicable regulations and codes of practice.

The Company commits to to eliminate hazards and reduce OH&S risks across the business by employing the following hierarchy of controls:

- E – Eliminate** – Redesign the task or use of specific substances to remove the hazard. E.g. Avoid working at height
- R – Replace** – Change the material or process to reduce the hazard. E.g. Use a mobile elevating work platform (MEWP) instead of a ladder for working at height
- I – Isolate** – Use engineering controls to prevent the hazard. E.g. machinery guarding to separate the hazard from the user
- C – Controls** – Use administrative controls to reduce the hazard. E.g. Reduce the exposure time and training provision
- P – PPE** – Only after all the above have been assessed and found ineffective to control risks then PPE must be provided. E.g. Face masks, had hats, RPE
- D – Discipline** – This is not a final measure; it should be implemented at all stages of the control hierarchy through effective communication of control measures.

The management will ensure that significant risks are assessed, and suitable and sufficient measures are adopted to allow each employee/contractor to carry out his/her duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised.

The Company commits to continuous improvement in Health & Safety performance. A framework for setting the Health & Safety objectives is set within the Key Performance Indicator document of the integrated business Management System.

The Company commits to consultation and participation of workers this will be via informal or formal streams including emails, newsletters, audit reports and via the Jessup Health, Safety and Communication Committee.

Jessup Brothers Limited Directors and Management will provide all necessary resources including time to ensure that all Health and Safety matters are adequately funded. This includes, training, personal protective equipment, adequate equipment/tools, maintenance for this equipment, external advice where necessary and any other resource necessary to ensure the Health and Safety of our staff.

Each employee/contractor will be made aware of his/her responsibility for his/her own health and safety and that of others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

Where necessary the Company will arrange or provide suitable training for both management and operatives, where new work practices or equipment are introduced.

The Company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the Managing Director. This duty is of no less importance than any of the responsibilities attached to that position.

Reviews of Health and Safety Policy will be made annually no later than 1 year after the date on this policy. The monitoring of all issues relating to this policy is the responsibility of the Managing Director.

Signed:

A handwritten signature in blue ink, consisting of stylized initials 'PB' followed by a long horizontal stroke extending to the right.

Peter Butler  
Managing Director  
Date: 23 January 2020

Please note that this document is current as of Thursday 23 January 2020.

## 2.0 Roles and Responsibilities

### Organisation and Managerial Responsibilities;

**Chief Executive, Clive Jessup**, has overall responsibility for health & safety within the Company and his duties are:

- Understanding the requirements of the Company's Health & Safety Policy and ensuring the Companies activities are conducted in accordance with this policy.
- Appointing a Company Health & Safety Manager or undertaking the responsibility personally.
- Developing and maintaining a culture that achieves high standards of health and safety and safety management throughout the Company.
- Ensuring that all employees receive adequate and appropriate training.
- Ensuring that in estimates for works an allowance is made for suitable and sufficient welfare facilities and equipment to avoid injury and damage to health or materials.
- Ensuring that sound working practice is continually observed.
- Reprimanding any employee failing to discharge satisfactorily the responsibilities allocated to them.
- Ensuring funds and facilities are available to meet the requirements of this policy.
- Creating policy to co-ordinate safety activity between contractors.
- Ensuring the Company Health and Safety Policy is periodically reviewed and amended as necessary.
- Promoting good health and safety practice by example.

**Managing Director, Peter Butler**, is responsible for overall management of the Company and its head office and site resources and associated policies and procedures and his duties in relation to this policy are:

- Understanding the requirements of the Company's Health & Safety Policy and ensuring that the Company's activities are conducted in accordance with this policy.
- Developing and maintaining a culture that achieves high standards of health and safety management throughout the Company.
- Ensuring that adequate resources are made available to meet the requirements of this policy.
- Being familiar with the Health and Safety at works etc., Act 1974 particularly those requirements which impinge on each Directors executive responsibilities.
- Arranging for any employee's representatives to be consulted and implementing safety meetings.
- Identifying training needs and arranging for employees to receive suitable and sufficient training. Ensuring records are maintained of employee training.
- Ensuring that sound working practice is continually observed.
- Reprimanding any employee failing to discharge satisfactorily the responsibilities allocated to them.
- Arranging for funds and facilities to meet the requirements of this policy.
- Introducing occupational health monitoring where appropriate and any significant risk is identified, implementing control measures and maintaining records.
- Ensuring procedures are in place so that Injuries, Diseases and Dangerous Occurrences are reports in accordance with legislation.
- Instituting proper reporting, investigation and cost of injury, damage or loss; promoting action to preclude recurrence and initiating analysis to discover trends and potential hazards from reports submitted by site staff.
- Promoting good health and safety practice by example.

**Mark Eustace Health, Safety & Environmental Manager** is the designated responsible person and has been appointed to ensure the day to day management of Health, Safety & Environment safety management system is followed including implementation of this policy plus the Environmental policy and associated procedures, his duties are:

Understanding the requirements of the Company's Health & Safety Policy and ensuring that the Company's activities are conducted in accordance with this policy.

Developing and maintaining a culture that achieves high standards of continuous improvement of health and safety management throughout the Company.

- Being familiar with the Health and Safety at works etc., Act 1974 particularly those requirements which impinge on each Directors executive responsibilities.
- Advising the Company on health, safety and environmental statutory compliance.
- Advising the Company management team on their responsibilities for ensuring employees comply with statutory requirements relating health, safety and the environment.
- Arranging for any employee's representatives to be consulted and implementing safety meetings.
- Identifying training needs and arranging for employees to receive suitable and sufficient training. Ensuring records are maintained of employee training.
- Developing and delivery of in-house health, safety & environmental training.
- Ensuring that sound working practice is continually observed.
- Reporting any blatant or persistent disregard for safety or environmental practice or procedure.
- Reprimanding any employee failing to discharge satisfactorily the responsibilities allocated to them in relation to the safety management system and its associates policies and procedures.
- Advising the General Manager of funds and facilities to meet the requirements of this policy.
- Creating and implementing policy to co-ordinate safety activity between contractors.
- Implementing and monitoring procedures to ensure suitable and sufficient risk assessments and method statements are carried out and all relevant information is communicated.
- Assisting in the preparation of risk assessments, method statements and other safety related documentation and procedures.
- Assisting the Construction Manager in preparation of the H&S pre- construction documentation.
- Advising the Company on measures to reduce the risk of injury or ill-health of any person employed by the Company or any member of the public that may be impacted by the Company's operations.
- Introducing and implementation occupational health monitoring where appropriate and any significant risk is identified, implementing control measures and maintaining records.
- Ensuring procedures are in place so that Injuries, Diseases and Dangerous Occurrences are reported in accordance with legislation.
- Instituting proper reporting, investigation and cost of injury, damage or loss; promoting action to preclude recurrence and initiating analysis to discover trends and potential hazards from reports submitted by site staff and reporting this back to the senior management team.
- Providing advice on the implementation and communication of safe working systems and procedures.
- Arranging for suitable and sufficient first aid facilities and an appropriate number of trained first aiders for the Company's sites and offices.
- Ensuring that a fire risk assessment is carried out, and updated annually for all the premises under the control of the Company. Arranging for the equipment and procedures required by the assessment to be provided, tested and maintained.
- Carrying out regular systematic inspections, audits and investigation meetings to ensure that the Company safety management systems, its polices and associated procedures, statutory requirements are complied with and instigation of corrective actions as appropriate.
- Report to the Site Manager and unsafe situation observed whilst on site.
- Sharing with the senior management team and others as appropriate results of audits, inspections and investigations and advising on outcomes and trends.
- Maintaining a register of statutory testing records for the Head Office site.
- To seek external advice from appropriate external trade, regulatory or consulting organisation as appropriate order to ensure appropriate guidance is obtained to maintain health, safety and environmental knowledge to advise the Company.
- Advising the General Manager and Managing Director when a review of the safety policy is necessary.
- Promoting good health and safety practice by example.

**Rob Payton, Construction Manager**, has day to day management responsibility of the Company's construction operations and is may be supported by the Company's management team including, Contract Managers site managers, each responsible for individual site or sites or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the Company operatives. The Construction Managers duties in relation to this policy are:

- Understand the Health and Safety Policy and ensure that it is brought to the attention of the employees under his control.
- Identifying, eliminating or controlling foreseeable risk.
- Ensuring designers carryout their duties.
- Prepare and provide relevant information to other duty holders.
- Liaising with the client, organizing co-operation between contractors and coordinating their work.
- Reviewing the Health, Safety & Environmental pre- construction information and advising updates as the project progress.
- Liaising with the project team to help in the planning, management, monitoring and coordination of the construction phase.
- Ensure that information affecting the health and safety of any person on a proposed site is brought to the attention of the Contract/Site Manager and in particular:
  - The existence of overhead cables
  - Underground services
  - Ground conditions affecting the stability of excavations or safety of operatives (soil, water table, toxic substances, gases etc.)
- Establish records of any existing underground services laid on site and ensuring these are passed to the Contracts/Site Manager.
- Report to the Site Manager and unsafe situation observed whilst on site.
- Ensure that designers appointed to undertake design work for the Company are competent and adequately resourced.
- Ensure that all relevant information is passed to the Principle Designer responsible for the project.
- Promote good health and safety practice by example.

**Contract Managers & Project Managers** must undertake the responsibilities of any employee and head office staff in relation to health, safety and the environment, in addition in relation to this policy their duties are:

- To pre-plan and organise sites with the site manager so that all operations are carried out with minimal risk to the persons employed.
- Enforce the Company policy for the prevention of injury, damage and loss.
- Ensure that the requirements of current legislation are implemented and that a health and safety plan is prepared for every project.
- Ensure that suitable and sufficient welfare facilities are available on site for every project.
- Stop any dangerous activity observed when visiting a site and draw the attention of the Site Manager or supervisor to any contravention of the legal requirements or safe system of work as set out within the site health & safety plan.
- Implement procedures to ensure effective co-ordination between contractors.
- Reprimand any employee failing to discharge satisfactorily the responsibilities allocated to them.
- Promote good health, safety and environmental practice through example.

**Commercial Manager, Steve Rose** must undertake the responsibilities of any employee and head office staff in relation to health, safety and the environment, in addition in relation to this policy their duties are:

- Understand the Company Health and Safety Policy and ensure that it is brought to the attention of any employee under their control.
- Take all reasonably practicable steps to ensure that only sub-contractors who are adequately trained and competent to safely carry out their work are employed.
- Check that there is suitable and sufficient insurance cover in place for unusual types of operations, e.g. deep trenching, work on multi story car parks etc.
- Ensure that all sub-contractors provide full information on any hazards associated with the equipment and materials supplied by them, together with any precautions, including risk assessment, method statements and Coshh assessments for their use and this information is passed to the Site Manager prior to any works commencing.
- Ensure that all equipment or materials purchased by the Company are to standards required by the Company policies, procedures and legislation.
- Promote good health, safety and environmental practice through example.

**Accounts Manager, Rachelle Topham** must undertake the responsibilities of any employee and head office staff in relation to health, safety and the environment, in addition in relation to this policy their duties are:

- Understand the Company Health and Safety Policy and ensure that it is brought to the attention of any employee under their control.
- Take all reasonably practicable steps to ensure that all employees under their control comply with the requirements of this policy.
- Ensure copies of contractor employee and liability insurance certificates are held on file for accounts purposes.
- Liaise with the Health, Safety & Environmental Manager in relation to insurance claims.
- Liaise with the Managing Director to ensure suitable and sufficient employee and public/product liability insurance is in place.
- Promote good health, safety and environmental practice through example.

**Surveyors** must undertake the responsibilities of any employee and head office staff in relation to health, safety and the environment, in addition in relation to this policy their duties are:

- Ensure that prior to orders being placed, all sub-contractors are fully aware of their duties concerning health and safety and have been assessed as competent.
- Liaise with the Site Manager in controlling and monitoring all sub-contractor's safety arrangements during the construction phase.
- Promote good health, safety and environmental practice through example.

**Buyers** must undertake the responsibilities of any employee and head office staff in relation to health, safety and the environment, in addition in relation to this policy their duties are:

- Ensure that detailed operating and erecting instructions are requested when items of plant, equipment, scaffold, and site welfare facilities are ordered.
- Ensure that any equipment ordered is to the correct specification and appropriate standard.
- Arrange for materials to be delivered in reasonable sized units or arrange for adequate mechanical handling to enable safe off loading and distribution.
- Advise the relevant person, when appropriate, any known alternative materials which could be used that are less hazardous for their relevant use.
- Ensure that all sub-contractors provide full information on any hazards associated with the equipment and materials supplied by them, together with any precautions, including risk assessment, method statements and Coshh assessments for their use and this information is passed to the Site Manager prior to any works commencing.
- Promote good health, safety and environmental practice through example.



**Site Managers** are responsible for the day to day organisation and control of operations and sub-contractors on site. Their duties in relation to this policy are:

- Understand the Company Health and Safety Policy and carry out their work in accordance with its requirements.
- Manage the site in accordance with the Health and Safety Plan and Company policies, procedures and associated safety management systems.
- Carry out regular reviews of the site Health and Safety Plan with the Contracts Manager.
- Carrying out a suitable and sufficient site induction for all site operatives, sub-contractors, visitors and head office staff on arrival on site for the first time. Should a substantial period pass between site attendances or if the site conditions have changed substantially or if the operative is attending in a different role e.g. initial attendance was as a labourer and the second attendance is as a fork lift operator then a second induction should be completed in relation to the change in role or condition.
- Ensure that suitable and sufficient risk assessments, method statements and Coshh assessments for all operations on site are available and that these have been read and understood by the persons completing the works and a signature confirming this has been obtained and is held on record.
- Organise and control sites so that work is carried out and with minimal risk to persons who may be affected. Ensure that all employees and sub-contractors are working in a safe manner in accordance with risk assessments, method statements and Coshh assessments.
- Understand the requirements of relevant current legislation and guidance and seek advice or training when necessary.
- Give all line supervisors precise instruction on their responsibilities for correct and safe system of working and to see that they do not require or permit employees to take unnecessary risks. Attention should be taken in relation to young persons on site.
- See that regulations and legal requirements are observed on site including carrying out, or arranging to be carried out, all statutory inspections and examinations as required.
- Check that all machinery and plant, both Company owned or externally hired, including power and hand tools, are maintained in good condition and where required have a current certificate of test.
- Ensure that any faulty, unsafe plant or equipment is removed from use and tagged as unserviceable.
- Ensure that relevant Coshh assessments for all hazardous materials are available on site and have been read and understood by all operatives that use the substance.
- Ensure that suitable and sufficient PPE is provided for use with hazardous substances and that operatives have been trained in the use and care of the relevant PPE.
- Delivery of regular appropriate tool box talks to teams to raise health and safety awareness.
- Ensure that all statutory safety notices are displayed on site.
- Ensure that site first aid arrangements are suitable and sufficient and that first aid kits are stocked with appropriate levels of consumables.
- Ensure that site fire points are clearly signed and have suitable and sufficient fire extinguishers for the hazards located on site, that fire extinguisher inspections are in date, that site fire alarms are tested and fire assembly points are signed and briefed as part of the induction procedure.
- Ensure that site welfare facilities are suitable and sufficient, properly maintained and kept in a clean condition.
- Ensure that all accidents and incidents including near miss reports are recorded and reported to the Health, Safety and Environmental Manager or the General Manager in his absence within 24 hours for investigation.
- Ensure that the site has a suitable and sufficient spill kit for the hazards on site with appropriate quantities of consumables available proportionate to the volume of substances held on site and level of risk.
- Co-operate with external health and safety consultants, CCS auditors and HSE inspectors and act on their recommendations. Advise the Health, Safety and Environmental Manager and the General Manager immediately of any unannounced inspection by a statutory body such as the HSE.
- Ensure that all operatives are competent to carry out the tasks allocated to them.
- Promote good health, safety and environmental practice through example.

**Assistant Site Managers** must undertake the responsibilities of any employee in relation to health and safety in addition their duties regarding this policy are:

- Understanding the Company Health and Safety Policy and carrying out work in accordance with its requirements.
- Assisting the Site Manager to organise and control the site so that work is carried out with minimum risk to any persons who may be affected.
- Understanding the procedures and control measures set out in any risk assessment, method statement and Coshh assessment applicable to any works being carried out under their charge.
- Ensure all operatives under their control work safely and have regards to the safety of others.
- Pay attention to the activities of all employees but new or young persons, advising them on safe systems of works as appropriate.
- Reporting any defect affecting plant, tools and equipment to the Site Manager Ensure that any faulty, unsafe plant or equipment is removed from use and tagged as unserviceable.
- Ensure that the operatives under their charge wear, and take care of, any protective equipment which the Company provides and ensure that they have received appropriate training in the use and care of such equipment.
- Ensure that operatives under their charge do not interfere with, misuse or knowingly damage anything provided of their safety, health or welfare.
- Promote good health, safety and environmental practice through example.

**Subcontractors** are required to:

- Supply the Contracts Manager or Site Manager with a site-specific risk assessment and method statement complete with associated Coshh assessments prior to the commencement of any works.
- Carry out their work in a safe manner with due regards to the health, safety and wellbeing of others working on site or who may be affected by their works.
- Make the Contracts Manager or Site Manager aware immediately of any information available to them that may affect Health, Safety or Environment on site.
- Notify the Contracts Manager or Site Manager aware when work of an unusual, dangerous or hazardous nature is proposed. A safe system if work must be agreed with the Site Manager and documented in a risk assessment and method statement prior to any works commencing.
- When using toxic, noxious or hazardous material on site Coshh assessments must be provided, subcontractors must provide suitable and sufficient PPE to operatives using the hazardous substance who must have been trained on the correct use and care of the PPE and handling of the hazardous substance.
- Subcontractors must be able to provide documented proof of suitable and sufficient training for all operatives operating on Jessup Brothers Limited sites.
- Regularly inspect, test and maintain their own plant and equipment, provide copies all necessary certificates and remove from service and found to be unserviceable or unsafe.
- Ensure that all their operatives fully comply with the requirements of the site induction, site rules, risk assessments and method statements.
- Must familiarize themselves and their operatives the location of the site fire, spill and first aid procedures asking advice if required on the operation and use of equipment.
- Report all accidents, incidents and near miss to the Site Manager to ensure first aid can be delivered to the persons involved and to ensure that the incident is recorded in accordance with Company procedures.
- Co-operate with the Company, any external safety consultants instructed by the Company or HSE inspector in improving health and safety in the workplace.
- Promote good health, safety and environmental practice through example.

**Site Operatives** must undertake the responsibilities of any employee in relation to health and safety in addition their duties regarding this policy are:

- Understand the Company Health and Safety Policy and carry out their works in accordance with its requirements.
- Have regard to the safety of themselves and others that may be affected by their works or actions, particularly new employees and young persons.
- Complying with the site induction, site rules and completing the site attendance register.
- Ensure they have read and understood and signed all the risk assessments and method statements and Coshh assessments for works they are undertaking. Complying with the requirements set out within these documents.
- Advise new employees of known hazards on site.
- Use only tools and equipment that they have been trained to do so.
- Using the correct tools and equipment for the job including and safety equipment and protective clothing as required by the risk assessment, method statement or Coshh assessment.
- Do not use improvisation that entails unnecessary risk.
- Must familiarize themselves and their operatives the location of the site fire, spill and first aid procedures asking advice if required on the operation and use of equipment.
- Report all accidents, incidents and near miss to the Site Manager to ensure first aid can be delivered to the persons involved and to ensure that the incident is recorded in accordance with Company procedures.
- Co-operate with the Company, any external safety consultants instructed by the Company or HSE inspector in improving health and safety in the workplace.
- Engage with the Company in the continuous improvement of health, safety and environmental standards within the business.
- Not interfering with, misuse or knowingly damage any equipment provided for the health, safety or wellbeing of themselves or others.
- Promote good health, safety and environmental practice through example.

**Office Staff** must undertake the responsibilities of any employee in relation to health and safety in addition their duties regarding this policy are:

- Understand the Company Health and Safety Policy and carry out their works in accordance with its requirements.
- Have regard to the safety of themselves and others that may be affected by their works or actions, particularly new employees and young persons.
- Ensure they have read and understood and signed all the risk assessments and method statements and Coshh assessments for works they are undertaking. Complying with the requirements set out within these documents.
- Using the correct tools and equipment for the job including and safety equipment and protective clothing as required by the risk assessment, method statement or Coshh assessment.
- Advise new employees of known hazards on site.
- Use only tools and equipment that they have been trained to do so.
- Ensuring all equipment appears safe prior to using it reporting any defects of faults to their line manager.
- Being familiar with the procedure to be followed in the event of accident or fire.
- Being familiar with the location and operation of push to operate fire alarm points and firefighting equipment and the fire assembly point.
- Report any accident or injury requiring first aid to their line manager.
- Co-operate with the Company, any external safety consultants instructed by the Company or HSE inspector in improving health and safety in the workplace.
- Engage with the Company in the continuous improvement of health, safety and environmental standards within the business.
- Not interfering with, misuse or knowingly damage any equipment provided for the health, safety or wellbeing of themselves or others.
- Promote good health, safety and environmental practice through example.

**The Defects Person** must undertake the responsibilities of any employee in relation to health and safety in addition their duties regarding this policy are:

- Understand the Company Health and Safety Policy and carry out their works in accordance with its requirements.
- Comply with the Company's Lone Worker procedures.
- Ensure they have read and understood and signed all the risk assessments and method statements and Coshh assessments for works they are undertaking.
- Using the correct tools and equipment for the job including and safety equipment and protective clothing as required by the risk assessment, method statement or Coshh assessment.
- Have regard to the safety of themselves and others that may be affected by their works or actions, particularly members of the public.
- Organise and control their works with minimum risk to persons who may be affected.
- Understand the requirement of relevant current legislation and guidance and request advice or training where necessary.
- Ensure that regulations and legal requirements are observed on site including carrying out, or arranging to be carried out, all statutory inspections and examinations as required.
- Check that all machinery and plant, both Company owned or externally hired, including power and hand tools, are maintained in good condition and where required have a current certificate of test.
- Ensure that any faulty, unsafe plant or equipment is removed from use and tagged as unserviceable.
- Use only tools, plant and equipment for which that they have received training and in accordance with operating instructions, risk assessments, method statements and Coshh assessments.
- Ensure that relevant Coshh assessments for all hazardous materials are available on site and have been read and understood by all operatives that will use the substance.
- Ensure that suitable and sufficient PPE is provided for use with hazardous substances and that operatives have been trained in the use and care of the relevant PPE.
- Do not use improvisation that entails unnecessary risk
- Being familiar with the procedure to be followed in the event of accident or fire.
- Being familiar with the location and operation of push to operate fire alarm points and firefighting equipment and the fire assembly point.
- Report any accident or injury requiring first aid to their line manager.
- Co-operate with the Company, any external safety consultants instructed by the Company or HSE inspector in improving health and safety in the workplace.
- Engage with the Company in the continuous improvement of health, safety and environmental standards within the business.
- Not interfering with, misuse or knowingly damage any equipment provided for the health, safety or wellbeing of themselves or others.
- Promote good health, safety and environmental practice through example.

**Apprentices & Young Persons** must be managed and supervised and the following responsibilities undertaken by the apprentices or young person's line manager:

- Understand the Company Health and Safety Policy.
- A Young Person's risk assessment must be completed for all Apprentices and Young Person's under the age of 18 years of age.
- The Apprentice or Young Person must be under the direct supervision of a named competent supervisor or manager at all time when on a construction site.
- The Apprentice or Young Person will report to the Apprentice Mentor.
- A Young Person's Tool Box Talk and induction will be undertaken by the Site Manager and the Apprentice Mentor responsible for the Apprentice or Young Person.
- The Company Health, Safety & Environmental Manager will be notified whenever an Apprentice or Young Person is employed on site.
- Horseplay and practical jokes of a hazardous nature will not be tolerated.
- The Apprentice or Young Person will be familiarized with the emergency procedures and arrangements, reporting of accidents and incidents to the supervisor or manager.
- Anyone under the age of 18 years of age must not be exposed to radiation, noise or vibration hazards, they must not also use toxic substances or exposed to extremes of temperature.

**Caretaker- Art One** must undertake the responsibilities of any employee in relation to health and safety in addition their duties regarding this policy are:

- Understand the Company Health and Safety Policy and carry out their works in accordance with its requirements.
- Ensure they have read and understood and signed all the risk assessments and method statements and Coshh assessments for works they are undertaking. Complying with the requirements set out within these documents.
- Ensuring and arranging, as necessary, regular fire equipment inspections in line with the Fire Risk Assessment and ensuring that any problems are recorded and rectified as soon as reasonably practicable.
- Ensure that all electrical items under their control are maintained, inspected by a competent person in accordance with the inspection program. Any faulty equipment must be placed out of use, tagged unserviceable and arrangements made for repair or replacement. PAT testing is to be carried out on portable electrical equipment.
- Check plant, equipment and tools prior to use. Any faulty equipment must be placed out of use, tagged unserviceable and arrangements made for repair or replacement.
- Use only tools, plant and equipment for which that they have received training and in accordance with operating instructions, risk assessments, method statements and Coshh assessments.
- Ensure that relevant Coshh assessments for all hazardous materials are available on site and have been read and understood. Ensure hazardous substances are stored in accordance with the Coshh assessment.
- Ensure that suitable and sufficient PPE is provided for use with hazardous substances and that they have been trained in the use and care of the relevant PPE.
- Ensure that only trained and competent persons use pesticides.
- Ensure that only competent contractors are used for the maintenance and servicing of any part of the building and its equipment under their control. Ensure that the contractor has provided site specific risk assessments, method statements and any associated Coshh assessments for the works they are to undertake and that they have signed to say they have read and understood these documents.
- Comply with the Company's Lone Worker procedures.
- Have regard to the safety of themselves and others that may be affected by their works or actions, particularly members of the public
- Using the correct tools and equipment for the job including and safety equipment and protective clothing as required by the risk assessment, method statement or Coshh assessment.
- Do not use improvisation that entails unnecessary risk
- Being familiar with the procedure to be followed in the event of accident or fire.
- Being familiar with the location and operation of push to operate fire alarm points and firefighting equipment and the fire assembly point.
- Report any accident or injury requiring first aid to their line manager.
- Co-operate with the Company, any external safety consultants instructed by the Company or HSE inspector in improving health and safety in the workplace.
- Engage with the Company in the continuous improvement of health, safety and environmental standards within the business.
- Not interfering with, misuse or knowingly damage any equipment provided for the health, safety or wellbeing of themselves or others.
- Promote good health, safety and environmental practice through example.

## 3.0 Arrangements

This section defines our Company arrangements and policies for dealing with our activities.

### 3.1 Safety Audits and Monitoring

At regular intervals the Health, Safety & Environmental Manager or Company appointed external safety consultants will carry out a health & safety audits across the business operational sites. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required.

### 3.2 Guidance

The Company commits to operating to the very highest standards of Health Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and trade bodies and associations, this best practice will be reviewed on an annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner. Guidance documents are kept at head office and will be made available to staff and other interested parties.

### 3.3 Hand Arm Vibration Syndrome (HAV)

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of vibration white finger (VWF) injury which is one of the more common forms of HAV.

The Company will ensure that staff are not subjected to excessive vibration through power tools etc, the Company will endeavor to source low vibration tools and limit exposure to such tools the Company will also provide adequate information instruction and training to its staff and contractors on the risks of HAV.

The Company will record exposure to HAV risk through a structured programmed role out of occupational health monitoring.

### 3.4 Health & Safety Records

All records will be kept by the designated responsible manager, in digital or written form indicated in the various appendices. Such records will include:

- Equipment Inspections
- COSHH Assessments
- Risk Assessments
- Staff Training and Induction Records

In addition to the above general records, the following contract specific records will be maintained for each major contract.

- Contract Start-up information
- Specific Risk assessment
- Method Statements and Safe systems of work.
- Occupational Health Monitoring results.
- Accident Record Book

### 3.5 Asbestos

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on site staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary.

No disturbance such as drilling, breaking or cutting etc. shall be carried out to any material suspected of containing asbestos fibres. Any suspicious material shall be reported to the Site Manager or Contract Manager immediately.

A Management Survey should always be made available. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected Asbestos Containing Materials (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work.

Refurbishment and demolition surveys should be made available where refurbishment work or other work involving disturbing the fabric of the building is carried out.

Jessup Brothers Ltd policy is that we will not generally work on asbestos products. Under limited circumstances and when authorised, Jessup Brothers Ltd employees or authorised sub-contractor, with an appropriate current training certificate, will be allowed to work on non-licensed asbestos products as prescribed by the HSE. This type of work will be risk assessed separately from other tasks. Notifiable non-licensed work (NNLW) must be notified to the HSE before commencement of work. A copy of the RAMS must be signed by all employees when working with asbestos. Jessup Brothers Ltd will record all projects involving NNLW and keep records of employee health checks for those working on NNLW, this must be carried out prior to the start of work and renewed on a 3-year cycle.

### **3.6 Personal Protective Equipment**

Personal Protective Equipment will be provided by the Company and the relevant PPE must be worn at all times whilst carrying out work. Details of the correct PPE will be made available to employees, no employee/contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of each Contract Manager and Site Manager to monitor the wearing of PPE on sites under their control, persons found to be persistently breaching PPE rules will be subject to disciplinary procedures including ejection from site

### **3.7 PAT Testing**

All portable electrical appliances will be tested every 3 months in accordance with the regulations. It will be the responsibility of the Site Manager to ensure that all equipment provided is suitable for the task, including any provided by a Sub-Contractor.

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to Site Manager/Contract Manager.

### **3.8 Equipment Inspections, Maintenance & Records**

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to Site Manager/Contract Manager. All Company plant and equipment, tools, etc., must be maintained and serviced in accordance with the manufacturers guidelines, the Company will keep a record of such inspections. The responsibilities section of this Policy detail who is responsible in each case. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, the equipment must be tagged as unserviceable and removed from service. It will be the responsibility of the Site Manager to ensure that the equipment is not used until a suitable repair has been affected. If the equipment is beyond repair authority must be obtained for disposal, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

### **3.9 Welfare**

The Company will provide welfare facilities in accordance with legislation. On construction sites the requirements will be assessed, to include the requirements of contractors on site, and put in place as part of the site set up process. Following installation these will be maintained in a clean and hygienic condition.

### **3.10 Accident Reporting & Investigation**

All employees/contractors must report any near miss, accident or injury to the Health, Safe Environmental Manager. Details of all accidents must be recorded in the Accident Record book and submitted within 24hrs to the Health, Safety & Environmental Manager.

All accidents and incidents will be recorded on the Company Central Health & Safety database. It will be the responsibility of the Health, Safety & Environmental Manager to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).

Any accident resulting in more than minor injuries, or incident which might have resulted in serious injury, will be investigated by the Health, Safety & Environmental Manager or the nominated responsible manager. Depending upon the circumstances of the accident, the nominated responsible manager may seek the assistance of an external Health & Safety Agencies or specialists, both in the investigation and the formulation of preventative procedures to avoid repetition.

### **3.11 Transport & Company Vehicle Safety**

It is the policy of the Company to only employ drivers who are competent.

Driver approval and competence

A person may only operate Company vehicles if he or she;

1. Has held a full UK license for a minimum of 2 years
2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
3. Holds the correct license for the type of vehicle being operated

Drivers must inform the Company of any circumstances that may lead a driver to being unfit for driving duties.

Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence.

All drivers will be asked to present their licenses to the office these will be photocopied and returned.

An annual driving license check will be carried out for all Company direct employees who are required to drive on Company business. A record of this check and copy of licenses will be held by the Company.

### **3.12 Machinery Operation**

All employees/contractors who are required to operate machinery will have the appropriate training and license to operate such machinery. It is Company policy to take disciplinary action against any person found to be operating machinery without the necessary competence.

Training records will be maintained for all Company direct employees. Contractors working on behalf of Jessup Brothers Limited are required to provide training records on request.

### **3.13 Lone Working**

Where work is carried out, the nominated responsible manager will carry out a risk assessment to identify site specific risk associated with lone working at the site or office. The Company will communicate the procedures to be followed in case of emergency, e.g. lone worker injury etc. and details will be provided to all Company employees/contractors required to work in or on such premises.

### **3.14 First Aid Arrangements**

The nominated responsible manager will ensure that as a minimum the organisation has an Appointed Person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary. Where visits are carried out to other premises, the Health, Safety & Environmental Manager will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees/contractors required to work in or on such premises.

Jessup Brothers Limited first aiders names will be displayed on site and office notice boards.



### **3.15 Pregnant Workers**

The Company recognise that pregnant workers are more vulnerable to injury and as such will carry out specific risk assessments where a worker notifies them of a pregnancy, such assessments will consider the workers duties working conditions and hours, where it is deemed that a risk to the mother or baby is present, suitable controls will be introduced

### **3.16 Communication with Workers**

The Company uses a variety of methods to communicate information with employees and sub-contractors. Safety briefings are completed as required and site operatives receive regular tool box talks. We will also pass information to employees with pay slips as required. Notice boards on sites and the head office is also kept up to date. Health and safety matters are covered within the Staff Handbook issued to all employees.

Communication with employees whose first language is not English will be carried out using one or more of the following methods;

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Use an interpreter; this may be a trained work colleague.
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues.

### **3.17 Health & Safety Training**

The Company will provide as much training and re-training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff in the Company. During staff induction and upon any job transfer, safety training will be provided to ensure that the staff are trained in Health & Safety matters to a level appropriate to their responsibilities.

### **3.18 Induction Training**

Every new employee will receive a safety induction on day one of his/her employment. The training will consist of fire safety, manual handling, and display screen equipment use (where necessary), environmental and general safety. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained by the Health, Safety & Environmental Manager. Copies of training records are available for clients upon request.

Construction site inductions for all direct and sub-contractor will be carried out by the Site Manager or their nominated deputy on the first day of attendance on site. The induction will set out the specific risks and hazards on site, site rules, attendance recording and emergency procedures. As part of this induction direct staff and sub-contractors will read and sign as understood their specific risk assessments and methods statements for their works. The site manager will maintain a record of NOK and medical conditions of all staff on site.

### **3.19 Fire Fighting and Escape Facilities**

Will be provided in all areas under the Company's control. The facilities and equipment will be determined by risk assessment. Firefighting equipment, fire alarms, emergency lighting and emergency escapes will be inspected and tested by the Health, Safety & Environmental Manager at head office and by the Site Manager on construction sites.

### **3.20 Smoking**

In line with current legislation smoking is not allowed in client premises, our construction sites or Company vehicles.

### **3.21 Housekeeping**

Good housekeeping is most important. Waste or packing materials should not be allowed to accumulate in any building or Company premises or construction site. No combustible materials should be kept in rooms and stairwells should be kept clear of combustible materials at all times.

### **3.22 Young Workers**

Young persons must receive a specific induction during which the dangers they may encounter and warnings about horseplay and unsafe practices must be emphasized. There are specific restrictions on the types of work that young persons can carry out and a specific risk assessment must be carried out for the duties they will be expected to undertake. Additional guidance can be sought from the Health, Safety & Environmental Manager.

### **3.23 Display Screen Equipment (DSE)**

Working with Display Screen Equipment is recognised as being a potential cause of injury and ill health, the Company will carry out risk assessments and provide information instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the Health, Safety & Environmental Manager at their earliest convenience.

### **3.24 Coshh Assessments**

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the trained nominated responsible manager. A register of hazardous substances shall be kept at the head office along with all relevant Manufacturers Safety Data Sheets. A copy of relevant COSHH Assessment(s) will be communicated to the staff and contractors and copies held on site where the materials are in use.

### **3.25 Noise**

Regular exposure to high noise can cause deafness and tinnitus. Noise assessments will be carried out whenever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives. Where noise levels are at 85db (a) or above the Company will take measures to reduce the exposure of noise to its employees by means other than hearing protection, the wearing of hearing protection shall also be enforced.

### **3.26 Manual Handling Assessments**

The Health Safety & Environmental Manger or other trained representative will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Where practical, manual handling should be avoided by utilising mechanical means to minimise the risks arising from manual handling.

Manual handling assessments will consider the load to be handled, e.g. tools, equipment, materials etc., its size and weight, the individual, the task and the environment in which the task takes place.

The assessment will also consider the possibility of kinetic lifting techniques to assist the movement of an object and to minimise the risks arising from manual handling.

### **3.27 Method Statements (Safe Operating Procedures)**

Work Instructions (Method Statements) will be developed for all the Company's operations, information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff, the work instructions will be reviewed and updated either periodically or when something significant changes. Method statements are written using our online system and are available to customers upon request.

### **3.28 Working at Height**

It is the policy of the Company to comply with the Work at Height Regulations 2005. Work at height will be avoided wherever possible, where work at height cannot be avoided; the Site Manager is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented. Under no circumstances must working at height be carried out with a risk assessment being carried out and control measures identified being implemented.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.

Where the risk of a fall cannot be eliminated the Site Manager will put in place measures and equipment to minimise the distance and consequences of a fall should one occur. Additional guidance is available from the Health, Safety & Environmental Manager.

### **3.29 Serious or imminent danger**

These procedures are in line with Regulation 8 of the Management of Health & Safety at Work Regulations 1999. It is a policy of the Company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger.

Managers, supervisors and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without the correct levels of personal protective equipment, training and safety procedures being in place.

Any worker has the right to remove himself/herself to a relative place of safety or to refuse to carry out a task when he/she has reason to believe he/she is at serious risk or in imminent danger to their life or health without fear of undue consequences. Work will not resume in that area until the problem has been investigated & suitable & sufficient control measures put in place.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of firefighting equipment etc. prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

### **3.30 Risk Assessments**

A trained nominated responsible manager will prepare a generic risk assessment covering the common risks encountered in the Company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff.

A trained nominated responsible manager will carry out site specific risk assessment for new site which the Company's employees/contractors are obliged to work. Such assessments will consider the health and safety of employee/contractors and the public on site. In particular, the Company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls. Site Managers therefore will pay particular attention to eliminating these hazards from each site.

All Risk Assessments will be produced using our online management system and are made available to all clients upon request. Employees should have a copy of risk assessments for the work they carry out.

### **3.31 Contractors and Sub-Contractors**

All contractors and sub-contractors who are working for the Company will comply with the Company

1. Health & Safety Policy.
2. Emergency procedures.
3. Hazard/accident reporting procedures.

All accidents and near misses need to be reported and recorded in the Accident Book located in each Site offices and Head Office.

The Company's health and safety policy can be found on Company notice boards which are situated in each Site offices and Head Office.

All contractors must complete the contractor's competence form before commencing work.

### **3.32 CDM Regulations (Construction Design Management) 2015**

Jessup Brother Ltd recognises the requirements of these regulations will comply with the duties set out within the regulations.

The regulations require:

**Competence of all** - A person must be capable of carrying out duties placed on him / her and must only accept knowing they are competent to carry out the task.

No person may arrange for a person to carry out works unless he is either,

- Competent
- Under supervision of a competent person

The business selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained, and personnel are encouraged to take on additional training in order to improve skills. Additional "in-house" training refresher sessions are provided in order to keep personnel up to date with current regulations.

#### **Co-operation of Employees, Contractors and Others**

Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary in order to ensure all may carry out works safely.

Similarly, he must co-operate to ensure others may continue with their works safely.

All persons involved must report anything which is likely to endanger the health or safety of himself or others.

Supervisors have been appointed in order to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with others allows arrangements to be made that enable all to continue.

#### **Co-ordination of Activities**

All persons must co-ordinate their activities with one another in a manner such that "so far as is reasonably practicable", the health and safety of persons carrying out the work and anyone affected by the construction work will remain safe from harm at all times.

It is recognised that all works may not be able to continue at the same time, therefore Supervisors will discuss and plan such that the project may progress safely.

#### **Prevention of Accidents**

Every person must ensure general principles of prevention are applied "so far as is reasonably practicable", to ensure the safety of all and works during all stages of a project.

This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.

### **Duties of Contractors**

All Contractors and Principal Contractors & Principle Designers have specific duties placed upon them under these regulations and all must be aware and comply with the requirements of the regulations.

The regulations spell out these requirements for both Contractors and Principal Contractors & Principle Designers.

The business is fully aware and endeavors to comply so far as is reasonably practicable. All personnel have been made aware of these duties through “in-house” training

The CDM Regulations apply to most common building, civil engineering and engineering construction work. As of 6th April 2015, domestic projects are also included.

The appointed Principal Designer will be responsible for ensuring the completion of the Project Health & Safety File.

HSE must be notified of the site if the construction work is expected to either: last longer than 30 days; have more than 20 workers simultaneously involved or exceeds 500-person days of construction work.

In the case of a domestic project, as above; if using more than 1 contractor a health and safety file must be produced. In any case, the Contractor must produce a Construction Phase Plan suitable for a Domestic Project.

If a Project fits into CDM by any of the above factors, then HSE should be notified on-line before construction work starts using form F10.

### **3.33 Environmental Protection**

The Company has a policy to comply with the Environmental Protection Act 1990, other associated statutory legislation and Approved Codes of Practice (ACOP). This applies to all those who are employed within the Company or who are protected by its undertakings. Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the Company’s environmental policy and complying with the control measures in place. This includes comply with the requirements of Site Waste Management Plans where it relates to the works under our control. The policy is on display on the Company’s site and head office notice board and is also available to interested parties on request.

### **3.34 Alcohol and Controlled Drugs**

It is categorically forbidden for employees to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in its use, whether on or off Company business, in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles. Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may affect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate Line Manager.

### **3.35 Health Surveillance**

All employees of the Company are encouraged to carry out and record personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management. Should the Company have any concerns regarding the wellbeing of any employee they may request a referral to a professional occupational health provider and or on request of an employee in matters relating to work related ill health issues the Company will pay for conducting relevant medical surveillance were appropriate.

### **3.36 Environmental Waste Management and Pollution Control**

The Company recognises the importance of meeting their legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible. Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes:

Building and demolition materials; Substances/chemicals (toxic or otherwise); Discarded or broken utensils or equipment; Contaminated soil, materials, plant etc.

The Company management shall identify potential waste disposal requirements of a project and make adequate provision to ensure its suitably managed disposal in accordance with The Controlled Waste Regulations (England and Wales) 2012.

Management shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken, that appropriate safe working procedures are devised and suitable containment of waste confirmed.

Where undertaking removal of waste materials or products, management shall ensure that they are registered as a carrier in accordance with the Controlled Waste (The Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998) Where contract carriers, are to be engaged to remove the waste, management shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

The Company shall:

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- Minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- To coordinate each activity within the waste management chain.
- Promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- Ensure the safe handling and storage of wastes on site
- Provide appropriate training for staff, on waste management issues.
- Where the site waste is the responsibility of the principal contractor the Company will cooperate with the site rules as applicable.

### **3.37 Purchasing Policy**

The Health and Safety at Work Act etc.1974 imposes duties upon the Company and those providing goods and services to the Company. Health & Safety legislation affects purchasing decisions including the use of sub-contractors or out-sourced activities. This also includes the purchase of new or hired equipment, maintenance services and goods; but is not limited to such legislation as The Supply of Machinery (Safety) Regulations (amended in 2011), The Provision and Use of Work Equipment Regulations (PUWER) 1998 and The Control of Substances Hazardous to Health Regulations.

When purchasing or hiring machinery/equipment the Company will ensure it has all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance. All suppliers of services will be competent and trained. All users of the equipment will receive suitable training and instruction before being allowed to use equipment. The equipment must be safe, meet all relevant UK and EU supply Directives and be CE marked; it will be maintained in line with current legal requirements, manufactures/supplier's guidance or ACOPS ruling at the time of use.

### **3.38 Electricity at Work**

All work associated with an electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations 1989.

Only competent and qualified electricians are permitted to work on electrical equipment and systems including carrying out repairs or maintenance of electrical equipment and installation of electrical systems and accessories.

A Permit to Work will be required when live working or testing and must only be carried out by competent and trained persons. Lone working is not allowed when live work takes place.

### 3.39 Legionella Control





The Company will take all reasonably practicable steps to prevent exposure of employees and others to harmful levels of the Legionella bacteria. To achieve this, the Company, may initiate joint functions, based upon external expertise and client's management systems should the need arise to control the risk.

All relevant employees will receive instruction on issues relating to Legionella.

### 3.40 The Agency Workers Regulations 2010 (SI 2010/93) as amended

These Regulations implement EU Directive 2008/104/EC on temporary agency work. The Directive ensures that temporary agency workers receive basic work and employment conditions, such as; working hours, overtime, breaks, and pay. Further guidance can be obtained from the HR Manager.

**This policy will be reviewed** on the date below or as often as appropriate to take account of changes in the law affecting the Company's operations, or arrangements for carrying out this Policy. Any amendments found necessary will be communicated to employees.

| Date to be reviewed | Date reviewed | Reviewed by  | Signature   | Comment  |
|---------------------|---------------|--|---|--|
| May 2019            | 10 May 2018   | Mark Eustace Jessup<br>Brothers Health, Safety & Environmental Manager |    | Following review of issue 13, of the Health & Safety Policy the following sections have been amended within issue 13 of this Policy.<br>2.0 Roles & Responsibilities<br>This section has been amended to include the appointment of Peter Butler as Managing Director.<br>Roles & responsibilities for the Accounts Manager are now included within the policy.<br>The wording within the following sections have been amended<br>3.16 Communication with employees  |
| July 2019           | 02 July 2019  | Mark Eustace Jessup<br>Brothers Health, Safety & Environmental Manager |  | Inclusion of the following Company policies appendices:<br>A: Drugs & Alcohol Policy<br>B: Equal Opportunities Policy<br>C: Anti Bribery Policy<br>D: Modern Slavery Policy<br>E: Diversity Policy<br>F: Waste Management Policy<br>G: Management of Road Risk Statement   |
| Sept 2019           | 27 Sept 2019  | Mark Eustace Jessup<br>Brothers Health, Safety & Environmental Manager |  | Inclusion of the following Company policies appendices:<br>H: Communications Policy  |
| Jan 2020            | 11 Jan 2020   | Mark Eustace Jessup<br>Brothers Health, Safety & Environmental Manager |  | Section 3.29 Serious or Imminent Danger inclusion of statement: Any worker has the right to remove himself/herself to a relative place of safety or to refuse to carry out a task when he/she has reason to believe he/she is at serious risk or in imminent danger to their life or health without fear of undue consequences. Work will not resume in that area until the problem has been investigated & suitable & sufficient control measures put in place.<br>Section 3.40 inclusion of statement regarding The Agency Workers Regulations 2010 (as amended) |
| <b>May 2020</b>     |               |  |   |  |



## DRUGS, ALCOHOL AND PSYCHOACTIVE SUBSTANCES POLICY

### Our Aim

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

Our policy is to ensure that problems caused by drugs, alcohol or psychoactive substances 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, alcohol or psychoactive substance problems are defined as those which incorporate a variety of behaviours which may be problematic to the individual and/or to the organisation for which the individual works.

This policy applies to all our employees as well as subcontractors (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 colleague) to discuss this confidentially with their relevant supervisor or manager.

All managers have a specific responsibility to operate within the boundaries of this policy, to ensure that all staff understand the standards of behaviour expected of them and to take action when behaviour falls below its requirements.

### Rules

- 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 manager decisions being made without the result of any test.

Mark Eustace, Health, Safety & Environmental Policy 13 May 2019

Policy review due: 12 May 2020





## Equal Opportunities Policy

### General Statement

1. Jessup Build. Develop recognises that in society certain groups or individuals have been, and are currently, disadvantaged, and as a result have not attained equality or opportunity. The reasons include ethnic origin, gender, nationality, disability - the list is not exhaustive - and these are aspects monitored by the Company.
2. The Company will conform to all legislation and recommend good practice related to the principles of equal opportunities to ensure that its business is available to all members of the community.
3. This approach will include attention to:
  - a. the eradication of discriminatory practices, both direct and indirect, and
  - b. sexual harassment - Jessup will ensure that any breach of policy by an employee, subcontractor, or other service provider will be considered a serious issue and dealt with accordingly.

### EMPLOYMENT

4. Vacant positions will be advertised internally and externally, and no potentially discriminatory requirements will be stated.
5. Selection procedures and criteria will ensure that employees are selected and promoted on the basis of their relative qualification, experience and abilities.
6. The Company will endeavor to provide staff with appropriate training to enable them to compete or qualify for positions or progress within the Company.
7. The personnel policies of the Company will be regularly reviewed by the Directors and new policies developed, as need arises, to promote equal opportunities and to ensure that discrimination is avoided.

### EQUAL OPPORTUNITIES TRAINING

8. The Company will ensure that all existing and new employees will receive appropriate equal opportunities training.

### SUBCONTRACTORS AND CONSULTANTS

9. In appointing subcontractors and consultants the Company will encourage them to adopt and implement an Equal Opportunities Policy.

### Corporate Objectives

10. The Company's corporate and business plans will continually ensure that its commitment to equal opportunities is reflected in all future objectives.

## Consultation

11. The Company will observe the practice of consultation with employees, subcontractors and consultants as need arises from the practicalities of implementation of this Equal Opportunities Policy.

12. The Company will make available a Grievance Procedure so that any person who feels that he/she has been treated unfairly is able to take action to resolve matters.

## Responsibilities

13. All members of staff carry a responsibility to ensure that the Company's Equal Opportunities Policy is upheld. Ultimate responsibility rests with the Chief Executive, and day to day responsibility is assigned to the General Manager, who will report to the Chief Executive.

The General manager will be responsible for identifying areas for target setting and positive action which will be reported to the Chief Executive.

## Communication

14. This policy is displayed on all site notice boards, head office notice board and provided to all subcontractors.

## Conclusion

15. This Equal Opportunities Policy will regularly monitor its working practices to ensure that it treats all individuals/groups in an equal and fair manner. This policy will be reviewed at least annually.

## Definitions

i. Direct Discrimination: this consists of treating a person, whether on racial, gender or other grounds, less favorably than others are, or would be treated, in the same circumstances.

ii. Indirect Discrimination: this consists of applying a requirement or condition which, whether intentional or not, adversely affects a considerably larger proportion of one group than another and cannot be justified.

iii. A racial group is a group defined by reference to colour, race, nationality, including citizenship or ethnic or national origins.

We will be undertaking the monitoring of the policy, according to job applicants, gender, disability and ethnic origin.



Mark Eustace. Health, Safety & Environmental Manager. 13 May 19

Policy review due: 12 May 2020



### ANTI-BRIBERY & CORRUPTION POLICY

#### Contents:

1. What does your policy cover.
2. Policy statement.
3. Who is covered by the policy.
4. Definition of bribery
5. What is and what is not acceptable.
6. Employee responsibilities.
7. What happens if I need to raise a concern.
8. Training and communications.
9. Recordkeeping.
10. Monitoring and reviewing.

#### 1. What does your policy cover?

This anti-bribery policy exists to set out the responsibilities of Jessup Brothers Limited and those who work for us in regard to observing and upholding our zero-tolerance position on bribery and corruption.

It also exists to act as a source of information and guidance for those working for Jessup Brothers Limited. It helps them recognise and deal with bribery and corruption issues, as well as understand their responsibilities.

#### 2. Policy Statement.

Jessup Brothers Limited is committed to conducting business in an ethical and honest manner and is committed to implementing and enforcing systems that ensure bribery is prevented. Jessup Brothers Limited has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever in the country we operate.

Jessup Brothers Limited will constantly uphold all laws relating to anti-bribery and corruption in all the jurisdictions in which we operate. We are bound by the laws of the UK, including the Bribery Act 2010, in regard to our conduct both at home and abroad.

Jessup Brothers Limited recognises that bribery and corruption are punishable by up to ten years of imprisonment and a fine. If our company is discovered to have taken part in corrupt activities, we may be subjected to an unlimited fine, be excluded from tendering for public contracts, and face serious damage to our reputation. It is with this in mind that we commit to preventing bribery and corruption in our business and take our legal responsibilities seriously.

#### 3. Who is covered by the policy?

This anti-bribery policy applies to all employees (whether temporary, fixed-term, or permanent), consultants, contractors, trainees, seconded staff, home workers, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with us (including third parties), or any of our subsidiaries or their employees, no matter where they are located (within or outside of the UK). The policy also applies to Officers, Trustees, Board, and/or Committee members at any level.

In the context of this policy, third-party refers to any individual or organisation our company meets and works with. It refers to actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies – this includes their advisors, representatives and officials, politicians, and public parties.

Any arrangements our company makes with a third party is subject to clear contractual terms, including specific provisions that require the third party to comply with minimum standards and procedures relating to anti-bribery and corruption.

#### 4. Definition of bribery

Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value or of an advantage so to induce or influence an action or decision.

A bribe refers to any inducement, reward, or object/item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage.

Bribery is not limited to the act of offering a bribe. If an individual is on the receiving end of a bribe and they accept it, they are also breaking the law.

Bribery is illegal. Employees must not engage in any form of bribery, whether it be directly, passively (as described above), or through a third party (such as an agent or distributor). They must not bribe a foreign public official anywhere in the world.

They must not accept bribes in any degree and if they are uncertain about whether something is a bribe or a gift or act of hospitality, they must seek further advice from the company's compliance manager.

## 5. What is and what is not acceptable?

This section refers to 4 areas:

- Gifts and hospitality
- Facilitation payments
- Political contributions
- Charitable contributions

### Gift and hospitality

Jessup Brothers Limited accepts normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of gifts meets the following requirements:

- a. It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a business or a business advantage, or as an explicit or implicit exchange for favours or benefits.
- b. It is not made with the suggestion that a return favour is expected.
- c. It is in compliance with local law.
- d. It is given in the name of the company, not in an individual's name.
- e. It does not include cash or a cash equivalent (e.g. a voucher or gift certificate).
- f. It is appropriate for the circumstances (e.g. giving small gifts around Christmas or as a small thank you to a company for helping with a large project upon completion).
- g. It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift.
- h. It is given/received openly, not secretly.
- i. It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.
- j. It is not above a certain excessive value, as pre-determined by the company's compliance manager (usually in excess of £100).
- k. It is not offer to, or accepted from, a government official or representative or politician or political party, without the prior approval of the company's compliance manager.

Where it is inappropriate to decline the offer of a gift (i.e. when meeting with an individual of a certain religion/culture who may take offence), the gift may be accepted so long as it is declared to the compliance manager, who will assess the circumstances.

Jessup Brothers Limited recognises that the practice of giving and receiving business gifts varies between countries, regions, cultures, and religions, so definitions of what is acceptable and not acceptable will inevitably differ for each.

As good practice, gifts given and received should always be disclosed to the compliance manager. Gifts from suppliers should always be disclosed.

The intention behind a gift being given/received should always be considered. If there is any uncertainty, the advice of the compliance manager should be sought.

### Facilitation payments & kickbacks

Jessup Brothers Limited does not accept and will not make any form of facilitation payments of any nature. We recognise that facilitation payments are a form of bribery that involves expediting or facilitating the performance of a public official for a routine governmental action. We recognise that they tend to be made by low level officials with the intention of securing or speeding up the performance of a certain duty or action.

Jessup Brothers Limited does not allow kickbacks to be made or accepted. We recognise that kickbacks are typically made in exchange for a business favour or advantage.

Jessup Brothers Limited recognises that, despite our strict policy on facilitation payments and kickbacks, employees may face a situation where avoiding a facilitation payment or kickback may put their/their family's personal security at risk. Under these circumstances, the following steps must be taken:

- a. Keep any amount to the minimum.
- b. Ask for a receipt, detailing the amount and reason for the payment.
- c. Create a record concerning the payment.
- d. Report this incident to your line manager

## Political contributions

Jessup Brothers Limited will not make donations, whether in cash, kind, or by any other means, to support any political parties or candidates. We recognise this may be perceived as an attempt to gain an improper business advantage.

## Charitable contributions

Jessup Brothers Limited accepts (and indeed encourages) the act of donating to charities – whether through services, knowledge, time, or direct financial contributions (cash or otherwise) – and agrees to disclose all charitable contributions it makes.

Employees must be careful to ensure that charitable contributions are not used to facilitate and conceal acts of bribery.

We will ensure that all charitable donations made are legal and ethical under local laws and practices, and that donations are not offered/made without the approval of the compliance manager.

## 6 Employee responsibilities

As an employee of Jessup Brothers Limited, you must ensure that you read, understand, and comply with the information contained within this policy, and with any training or other anti-bribery and corruption information you are given.

All employees and those under our control are equally responsible for the prevention, detection, and reporting of bribery and other forms of corruption. They are required to avoid any activities that could lead to, or imply, a breach of this anti-bribery policy.

If you have reason to believe or suspect that an instance of bribery or corruption has occurred or will occur in the future that breaches this policy, you must notify the compliance manager.

If any employee breaches this policy, they will face disciplinary action and could face dismissal for gross misconduct. Jessup Brothers Limited has the right to terminate a contractual relationship with an employee if they breach this anti-bribery policy.

## 7 What happens if I need to raise a concern?

This section of the policy covers 3 areas:

- How to raise a concern
- What to do if you are a victim of bribery or corruption
- Protection

### How to raise a concern

If you suspect that there is an instance of bribery or corrupt activities occurring in relation to Jessup Brothers Limited, you are encouraged to raise your concerns at as early a stage as possible. If you're uncertain about whether a certain action or behaviour can be considered bribery or corruption, you should speak to your line manager, the compliance manager, the director, or the Head of Governance and Legal.

Jessup Brothers Limited will familiarise all employees with its whistleblowing, procedures so employees can vocalise their concerns swiftly and confidentially.

### What to do if you are a victim of bribery or corruption

You must tell your compliance manager as soon as possible if you are offered a bribe by anyone, if you are asked to make one, if you suspect that you may be bribed or asked to make a bribe in the near future, or if you have reason to believe that you are a victim of another corrupt activity.

### Protection

If you refuse to accept or offer a bribe or you report a concern relating to potential act(s) of bribery or corruption, Jessup Brothers Limited understands that you may feel worried about potential repercussions. Jessup Brothers Limited will support anyone who raises concerns in good faith under this policy, even if investigation finds that they were mistaken.

Jessup Brothers Limited will ensure that no one suffers any detrimental treatment as a result of refusing to accept or offer a bribe or other corrupt activities or because they reported a concern relating to potential act(s) of bribery or corruption.

Detrimental treatment refers to dismissal, disciplinary action, treats, or unfavourable treatment in relation to the concern the individual raised.

If you have reason to believe you've been subjected to unjust treatment as a result of a concern or refusal to accept a bribe, you should inform your line manager or the compliance manager immediately.

## 8 Training & communications

Jessup Brothers Limited will provide training on this policy as part of the induction process for all new employees. Employees will also receive regular, relevant training on how to adhere to this policy, and will be asked annually to formally accept that they will comply with this policy.

Jessup Brothers Limited's anti-bribery and corruption policy and zero-tolerance attitude will be clearly communicated to all suppliers, contractors, business partners, and any third-parties at the outset of business relations, and as appropriate thereafter.

Jessup Brothers Limited will provide relevant anti-bribery and corruption training to employees etc. where we feel their knowledge of how to comply with the Bribery Act needs to be enhanced. As good practice, all businesses should provide their employees with anti-bribery training where there is a potential risk of facing bribery or corruption during work activities.

## 9 Record keeping

Jessup Brothers Limited will keep detailed and accurate financial records and will have appropriate internal controls in place to act as evidence for all payments made. We will declare and keep a written record of the amount and reason for hospitality or gifts accepted and given and understand that gifts and acts of hospitality are subject to managerial review.

## 10 Monitoring and review

Jessup Brothers Limited's compliance manager is responsible for monitoring the effectiveness of this policy and will review the implementation of it on a regular basis. They will assess its suitability, adequacy, and effectiveness.

Internal control systems and procedures designed to prevent bribery and corruption are subject to regular audits to ensure that they are effective in practice.

Any need for improvements will be applied as soon as possible. Employees are encouraged to offer their feedback on this policy if they have any suggestions for how it may be improved. Feedback of this nature should be addressed to the compliance manager.

This policy does not form part of an employee's contract of employment and Jessup Brothers Limited may amend it at any time so to improve its effectiveness at combatting bribery and corruption.



Mark Eustace, Health, Safety & Environmental Policy 13 May 2019

Policy review due: 12 May 2020

## Appendix D



### Modern Slavery Policy

Jessup Brothers Limited has a zero-tolerance approach to acts of modern-day slavery and human trafficking within its business and that from within its supply chains, including sub-contractors, and partners. The company will not support or deal with any business knowingly involved in slavery or human trafficking.

The Company acknowledges responsibility to the Modern Slavery Act 2015 and will ensure transparency within the organisation and with suppliers of goods and services to the organisation.

As part of the company's due diligence processes into slavery and human trafficking the supplier approval process will incorporate a review of the controls undertaken by the supplier. The level of management control required for these sources will be continually monitored.

The company Directors and senior management shall take responsibility for implementing this policy statement and its objectives and shall provide adequate resources (training, etc) and investment to ensure that slavery and human trafficking is not taking place within the organisation and within its supply chains.

A full copy of this policy and a copy of the Modern Slavery Act 2015 will be accessible to all employees electronically and can be obtained from the HR department upon request.

This policy statement will be reviewed annually.

Signed on behalf of Jessup Brothers Ltd

**Mark Eustace**  
**Heath, Safety & Environmental Manager**

**Policy issue date: 13 May 19**

**Policy review due: 12 May 20**

## Appendix E



### Diversity Policy

The purpose of this policy is to provide diversity and equality to all in employment, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion or belief, marital status and social class. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part time, full time or temporary, will be treated fairly and equally.

Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

### Our commitment:

- Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- The commitment to diversity and equality in the workplace is good management practice and makes sound business sense.
- Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management and has been agreed with trade unions and employee representatives.
- The policy will be monitored and reviewed annually.
- This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

### The law

This policy will be implemented within the framework of the relevant legislation, which includes:

- Equality Act 2010
- Rehabilitation of Offenders Act 1974
- The Protection from Harassment Act 1997

**Mark Eustace. Health, Safety & Environmental Manager**

Policy Issue date: 13 May 19

Policy review due: 12 May 20





## WASTE / RECYCLING POLICY

Jessup Brothers Limited is committed to actively complying with all relevant waste and recycling legislation. Management and staff are encouraged to:

- Comply with the requirements of environmental legislation and approved codes of practice.
- Assess the environmental impact of all historic, current and likely future operations.
- Continuously seek to improve environmental performance.
- Reduce pollution, emissions and waste.
- Reduce the use of all raw materials, energy and supplies.
- Raise awareness, encourage participation and train employees in environmental matters.
- Expect similar environmental standards from all suppliers and contractors.
- Assist customers to use products and services in an environmentally-sensitive way.
- Participate in discussions about environmental issues.
  
- Reduce waste on site by donating items that would otherwise be skipped i.e. off cuts of timber, bricks, blocks etc.

A handwritten signature in black ink, appearing to read "Mark Eustace", is positioned above the printed name.

Mark Eustace  
Health, Safety & Environmental Manager

Policy Issue date: 13 May 19 Policy review due: 12 May 20

## Appendix G:



### MANAGEMENT OF ROAD RISK STATEMENT

Jessup build develop are committed to continuous improvement of the management of risks to its employees required to drive on Company business during the course of their work.

#### Scope

The measures set out in this statement apply to all persons required to drive on Company business in Company owned vehicles, vehicles hired by the Company or in receipt of a mileage allowance for business mileage. This statement does not apply to plant or specialist equipment used on construction sites, the operation of which is controlled under separate risk assessments.

#### Driving License

Employees who drive on behalf of the Company must have a full and valid driving license for the category of the vehicle being driven.

If you license if endorsed or you are disqualified from driving, you must inform the Company immediately.

#### Driver Fatigue

The Company recognises that driver fatigue is a contributory factor in many road accidents. Employees are encouraged to plan their diaries, so they are not commencing a journey in a fatigued condition i.e. after a prolonged working day or strenuous works. It is recommended that drivers take a minimum of a 20-minute break after every 2 hours continuous driving.

#### Fitness and Health

Employees required to inform the Company of any health condition, including medication that may affect their ability to drive safely.

Driving under the influence of alcohol, drugs or psychoactive substances is prohibited.

It is the employee's responsibility to ensure that they have their eyesight tested every two years and that any glasses or corrective lenses required for driving are worn.

#### Roadworthiness of vehicle

For Company owned vehicles it is the Companies responsibility to ensure the vehicle is maintained in accordance with manufacturers guidelines. It is the driver's responsibility to report to the Company of any defect or on reaching the mileage point when service is due or date when the MOT is due.

For drivers of vehicles hired on behalf of the Company it is the driver's responsibility to check the vehicle over for roadworthiness prior to commencing the journey. Any defects must be reported to the hire company or seek advice from the Company prior to commencing any journey.

For drivers of privately-owned vehicles driving on Company business and in receipt of a mileage allowance it is a requirement that the vehicle being used on Company business is in a legal roadworthy condition and has a valid MOT.

Any vehicle that is in a unroadworthy or illegal condition must not be used on Company business.

#### Vehicle exercise duty (road tax)

It is the driver's responsibility to ensure that any vehicle driven on Company business is in date for vehicle exercise duty.

#### Insurance

It is the responsibility of the driver to ensure that any vehicle driven on Company business is adequately insured.

#### Fines

The Company will not be held responsible for any fines (e.g. parking, speeding, etc.) incurred by employees when driving on behalf of the business.

## Driving standards

It is the responsibility of employees when driving on Company business to drive in a safe, legal and appropriate manner.

Speed limits must be adhered to and drivers must not drive in an aggressive or discourteous manner.

Employees are reminded that when driving on Company business they are representing the Company.

## Mobile phones

Employees are reminded that it is an offence to use mobile phones when it is being driven or stationary in traffic unless a hands-free kit is being used.

A hands-free kit is defined as a kit that enables a call to be made or received without the need to hold to touch the device when a call is made or received.

## Accidents

All accidents whilst driving on Company business must be reported to the Company at the earliest available opportunity.

Employees are reminded that it is illegal to leave the scene of an accident without stopping to arrange medical attendance if necessary, to provide personal and insurance details or to await police attendance if necessary.

The police must be informed if:

- There is an injury to a person or animal (i.e., dog or larger).
- The third-party refuses to give name and address details or fails to stop after the accident (however slight). This includes damage caused to the vehicle whilst parked.
- You are unable to give your name and address to a third party at the scene of the accident, due to fear for your safety or due to injury.
- The incident is theft or attempted theft of the vehicle or any of its accessories.

## Risk Assessment

All employees required to drive on behalf of the Company will read and sign the Company risk assessments associated with driving:

05-001 Jessup Car Drivers Risk Assessment

02-157 Jessup Winter Driving Risk Assessment

## General

Any employee required to drive on Company business is required to show proof of valid driving license when requested to do so by the company.

Drivers of privately-owned vehicles driven on Company business are additionally be required to provide proof of adequate insurance, vehicle exercise duty and MOT on request.



Mark Eustace

Health, Safety & Environmental Manager.

Policy issue date: 13.05.19

Policy review date 12.05.20



### COMMUNICATION POLICY

#### Objective

We believe in transparency, internal communication is through a variety of methods e mail, tool box talks, business and operational meetings held at Head Office and site level which is inclusive of management review and electronic media outlets such as Twitter.

To ensure our business remains focused to the needs of the customer we will continue to improve our business communications and ensure:

- Internal communication among the various levels and functions of the organization is robust and effective.
- Customer communication is accurate and prompt.
- Receiving, documenting and responding to relevant communication from external interested parties is efficient.
- Copies of all formal customer communications by letter or e mail will be recorded, positive or negative. Communications such as these will be used to demonstrate customer satisfaction.
- Informal records of other communications will be noted.
- All customer facing employees are encouraged to request from the customer a written formal response either by e mail or letter.
- The matrix below reflects our process for formal communications.

External communication is through our management functions, we have no objection to communicating our most significant hazards or environmental aspects upon reasonable request. External communication with any interested party will be through our management structure.

Jessup will comply with any requests for supporting information in relation to freedom of information requests.

#### Press

Communications to any media which is representative of the press will only be after consultation with Directors and will only be carried out by the authorised organisational representative at all times.

#### Social Media

In the event of an emergency incident all social media output is to be approved and controlled by the IT Manager. General guidance on the control of Social Media can be sought from the IT Manager.

#### Customers/Employees & Contractors

We believe in transparency, internal communication is through e mail, Jessup Newsletter, Team briefings, Tool box talks, Health, Safety & Communications Committee and operational meetings which is inclusive of management review.

To ensure our business remains focused to the needs of the customer we will continue to improve our communications and ensure.

- Internal communication among the various levels and functions of the organization is robust and effective at all times.
- Customer communication is accurate and prompt.
- Receiving, documenting and responding to relevant communication from external interested parties is efficient.
- All formal customer communications by letter or e mail will be recorded, positive or negative. Communications such as these will be used to demonstrate customer satisfaction.
- Informal records of other communications will be noted.
- All customer facing employees are encouraged to request from the customer a written formal response either by e mail or letter.

#### Interested parties

**The legally enforceable arrangements shall also require that Jessup Brothers Ltd informs the Certification Body, without delay, of the occurrence of a serious incident or breach of regulation necessitating the involvement of the competent regulatory authority.**

| Scenario                            | What to communicate   | When                            | Who                         | Record  | Who                         |
|-------------------------------------|---|---------------------------------|-----------------------------|---|-----------------------------|
| <b>RIDDOR</b>                       | RIDDOR report   | As soon as possible after event | HSE                         | Formal by completing report                             | HS&E Mgr                    |
| <b>Environmental Incident Ext</b>   | Emergency response  | After contamination             | HSE/EA                      | Phone call followed by e mail report                    | HS&E Mgr                    |
| <b>Environmental incident Local</b> | Emergency response<br>Spill Kits<br>Signage                   | As soon as possible after event | EA                          | Near-miss/<br>incident report                           | Site Mgr                    |
| <b>Serious Fire</b>                 | Extent of damage  | As soon as possible after event | Company Insurers            | Investigation Report<br>Investigating Authority Reports | HS&E Mgr                    |
| <b>Fire Precautions</b>             | Emergency Action<br>Point of Safety<br>Emergency/Exit signage | After serious incident          | Company Insurers            | Maintenance records<br>Evacuations                      | Directors / HS&E Mgr        |
| <b>Disease</b>                      | RIDDOR  | As soon as diagnosis is made    | HSE                         | Formal by completing report                             | HS&E Mgr                    |
| <b>Explosion</b>                    | RIDDOR report   | As soon as possible after event | HSE                         | Formal by completing report                             | HS&E Mgr                    |
| <b>Gas leak</b>                     | Report concern  | Immediately                     | Gas Authority               | Internal report   | Site Mgr                    |
| <b>Emergency Incident</b>           | Control of Social Media output                                | Immediately                     | IT Manager                  | Maintain log  | IT Manager                  |
| <b>Visitors/Sub contractors</b>     | Induction<br>Fire Safety<br>Hazards                           | On arrival                      | Site Mgr/<br>Reception Team | File information  | Site Mgr/<br>Reception Team |

Signed: 

Mark Eustace

Health, Safety & Environmental Manager

Date: 13.09.19

Review Period 12 months