



Safety Management System

Issue: 8



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Section 1 - Company Policy to Health, Safety and Welfare

Four Jays Limited through its Directors, recognise and fully accepts its responsibilities for the health, safety and welfare at work of its employees, for others who may be affected by its operations or products and for ensuring that all aspects of its operation take due account of the effects upon the environment. The discharge of these responsibilities is regarded by the Company to be of at least equal standing to the performance of any other function involved in its business activities and the Company will ensure that adequate resources are available to carry out the policy and monitor its implementation.

The policy will be achieved by securing the active co-operation of its Directors and all employees.

The procedure for the implementation of this policy will be one of hazard identification, evaluation and control through a continuous process of improvement.

The Company's policy is to do everything as far as reasonably practicable, to provide a safe workplace and maintain an active safety culture for all staff and visitors, including:

- Complying fully with the Health & Safety at Work Act etc. 1974 and all relevant health and safety legislation and codes of practice.
- Ensuring that Directors and all employees are made aware of their responsibilities and duties for health and safety and that they are given sufficient information, instruction, training and supervision to enable them to carry out their duties effectively and to ensure the safety of themselves and of others who may be affected by their work.
- Carrying out risk assessment on all processes and/or materials and implementing necessary safety measures and control to ensure that all systems of work and operating procedures are regularly reviewed.
- Establishing and maintaining procedures to ensure that the design and introduction of all new, or alterations to, products, processes, equipment and buildings, is such that they are as safe as is reasonably practicable.
- Consulting employees and their safety representatives using an annual Safety Meeting and Staff Suggestion Box, with a view to securing co-operation in the development of measures to ensure the health, safety and welfare at work of its employees and others and in monitoring the effectiveness of those measures.

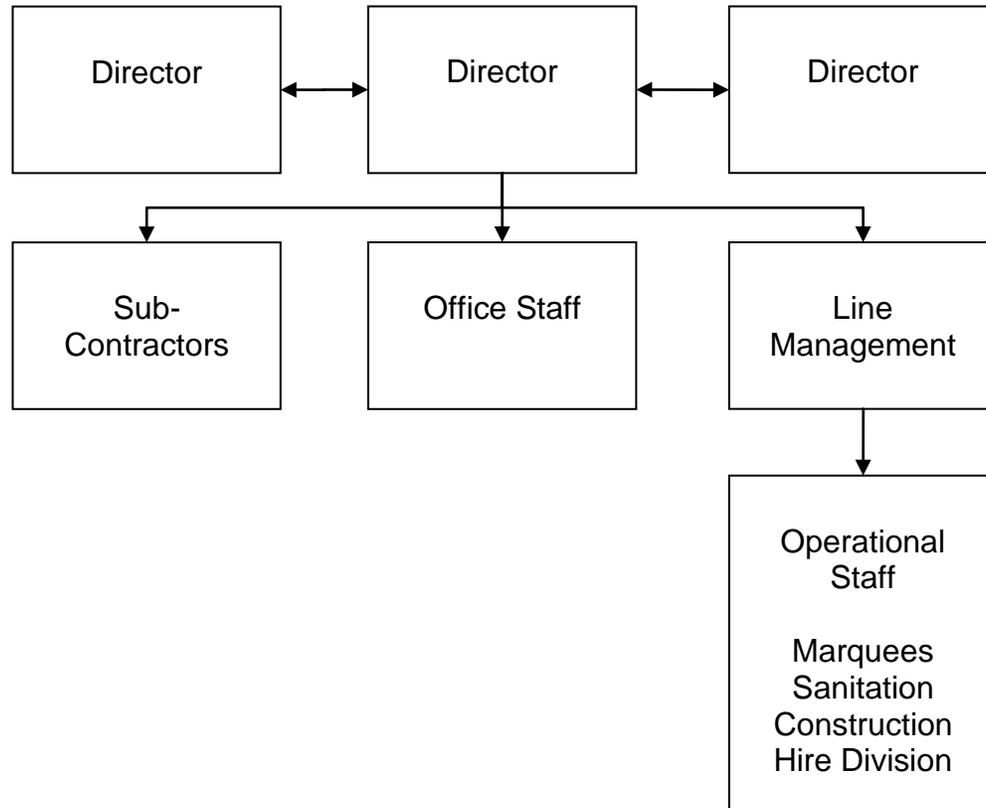
This statement of policy must be brought to the attention of all employees. It will be reviewed at least annually and revised if necessary. Any such revisions will be brought to the attention of all employees.

Director:

Date:



Section 2 - Company's Organisation for Health and Safety



Section 3 - Company's Individual Responsibilities for Health and Safety

A. Responsibilities for Health & Safety

1. Director
2. Line Management
3. Specific responsibilities – Safety Officer
4. General Staff

B. General Company Health & Safety Requirements

1. All people employed by the Company
2. All other people on Company premises or sites (Approved Contractors)

A. Responsibilities for Health & Safety

1. Director

Will have primary responsibility for promoting our safety policy, acting as the Safety Officer is responsible for ensuring that the policy is implemented and complied with throughout the Company.

- to ensure that the Company's operations comply with current and impending statutory requirements.
- that the conditions of the Health and Safety Policy are fulfilled and that adequate resources are provided to achieve them.
- to provide adequate training resources for all staff with regard to health and safety, including himself, to a satisfactory level of competency.
- assist with risk assessments in the workplaces and accidents or near misses. Calling upon the Company's Safety Advisor or the HSE, if required.
- provide adequate working environment, including all necessary welfare facilities.
- arrange for adequate first aid provision, including trained 'first aiders' and delegate an 'appointed person' to maintain the first aid supplies.
- carry out monthly inspection (using SMS 11 - Monthly Safety Checklist) and pass observations to the Line Managers responsible.
- will ensure that a current 'Employers Liability (Compulsory Insurance) Certificate is in force and displayed.
- set a good example to the rest of the workforce.

2. All Line Managers will:

- Familiarise themselves fully with the Company Health and Policy.
- Ensure that persons in their charge are adequately trained and fully aware of any known or potential hazards having particular regard to the Company's activities, which involve the handling and treatment of wastes.
- Ensure that all people in their charge are aware of the arrangements for first aid and the fire evacuation procedure and that appropriate people know the location of, and how to use, fire equipment where necessary.



- Investigate all accidents to persons and property, and events resulting in near accidents, promptly to discover the cause. Decide what steps are necessary to prevent recurrence and in all circumstances report the incident to their Senior Manager and Health & Safety Officer.
- Take all steps open to them to ensure that all safety rules and procedures are observed and that protective clothing and equipment is worn or used where necessary.
- Ensure that all known hazards, including those of an environmental nature, in their work area are dealt with promptly, rectified or reported to senior management and that risk assessments are carried out prior to the introduction of new plant, processes and substances.
- Ensure that any identified safety system or protective equipment is worn or used by staff in their work area.

In conjunction with subordinates Line Managers will:

- Carry out monthly inspections (using SMS 12 - Monthly Service Safety Checklist) to ensure safety of the work place in their own areas of responsibilities.
- Promote and maintain good housekeeping.
- Seriously consider the representation about health and safety at work from other employees and take action if necessary.
- Liaise with the appropriate Safety Representative on all matters concerning safety.
- Attend safety committee meetings when required.



3. Health & Safety Officer will:-

- ensure, as far as possible, that other staff are advised of its responsibilities so that the Company's employees work in a safe and healthy environment;
- ensure, as far as possible, that staff are advised of its requirement that the law relating to the health and safety of employees is observed;
- liaise with and act as the Company's representative in the activities of the Health and Safety Executive, County Fire Prevention Officers, Local Authorities and other organisations concerned with occupational health and safety;
- assist and advise in the safety aspects of any training;
- endeavour to ensure that, so far as is possible, loss and damage through fire is eliminated to a minimum;
- endeavour to ensure that the law relating to all aspects of Health and Safety at Work is understood and observed by all employees;
- review accident investigation reports, in conjunction with other Management, ensuring that the fullest information is available and that prompt and corrective action is taken;
- check first aid facilities on a regular basis.

4. General Staff

- fully co-operate with the Directors to enable them to comply with the appropriate health & safety requirements.
- use the correct tools for the work to be carried out.
- use any PPE (Personal Protective Equipment) provided for the task, by the Company. Report any damaged or sub-standard PPE to Company representative for replacement. (Please see Section j - Provision of Personal Protective Equipment (PPE))
- any defects in work equipment must be reported immediately and the equipment concerned, removed from use.
- only authorised tools and equipment must be used on site and in the offices and warehouses. Do not use any equipment from home.



- report any accidents or dangerous occurrences to the Company representative in charge, ensuring the 'accident book' is completed.
- read the Company's policy towards safety and implement any required procedures.
- do not operate any equipment that you not been trained and authorised to use.
- follow any training and/or safety guidelines issue by the Company.
- set a good working example and do not get involved in horseplay.

B. General Company Health & Safety Requirements

1. ALL PEOPLE EMPLOYED BY THE COMPANY ARE REMINDED THAT THE HEALTH AND SAFETY AT WORK ACT, 1974 STATES IN SECTION NO 7 & 8:

"It shall be the duty of every employee while at work:-

- to take responsible care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- as regards any duty or requirement imposed on his employer or any other persons by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions

To this end employees may make suggestions to improve health and safety in the Company to the Supervisor concerned or to the Safety Committee Members and will:

- make themselves familiar with and conform to the Company Health & Safety Policy at all times;
- observe all safety rules at all times;
- wear safety equipment and use safety devices at all appropriate times;
- conform to all reasonable instructions given by those with a responsibility for health and safety;
- report all accidents and damage to their immediate superior whether persons are injured or not;



- report all known hazards, including environmental matters, to their superiors;
- not interfere with, move, displace, damage or destroy any safety devices or other appliances furnished for their protection or the protection of others and will not interfere with any method or process adopted with a view to minimising occupational hazards.

Footnote: Any person found deliberately negligent in performance of the Company Health and Safety Policy will be subject to disciplinary action.

2. ALL OTHER PEOPLE ON COMPANY PREMISES OR SITES ARE REQUIRED TO:

- observe the Company safety rules and the instructions given by persons enforcing the Company Health and Safety Policy;
- refrain from working on the premises unless covered by insurance against all appropriate risks;
- observe where applicable the Safety Conditions for Contractors for Works or Services.

Section 4 - Arrangements for Health & Safety

a) Risk Assessments and Safe Systems of Work

Definitions:

- *Hazard - the inherent property or ability of something to cause harm.*
- *Risk - the likelihood of the harm to be caused in given circumstances.*

A suitable and sufficient risk assessment will be carried out for all processes or tasks that involve any significant risk to health, safety and welfare.

Risk assessments will have to be revisited in the event of a female employee becoming pregnant. The assessment will have to review the risk of injury not only to the employee, but her unborn child.

Risk assessments should undertaken by the **Safety Officer and/or Safety Advisor**, preferably having inputs by the persons responsible for safety and the persons carrying out the task. If the assessment requires specialist knowledge, the Company's Safety Advisor should be contacted.

During the assessment:

- A list of significant hazards may be identified and recorded;
- Control measures may already exist. Do they control the risk adequately?
- How many people are exposed to the risk?

The Company's **Risk Assessment Form (SMS 1)** must be completed as part of the above process. Any corrective or preventive action must be recorded on the form.

The Introduction of Corrective and Preventative Measures should be applied in the order below:

- Hazard Elimination - change process, design improvements, use alternatives.
- Substitution - ie. replacement of a chemical for a safer one.
- Use of Barriers - Isolation or Segregation Guards.
- Use of Procedures - safe systems of work (verbal or written)
- Use of Warning Systems - Signs, labels, instructions. etc
- Use of Personal Protective Equipment - use as a measure of last resort.

Risk assessments will be regularly monitored on at least an annual basis or unless alterations are made to working practises or equipment.

The Company will share all observations and finding with the workforce, using Safety Bulletins, specific training..

Safe Systems of Work (Method Statements)

Where there is a need for safe systems of work to become formalised, they will be documented as a written procedure within the Company's management system or a Job Specific Method Statement for a particular contract. These in turn will be implemented and regularly reviewed.

b) Training

The Company will provide all necessary training in order to promote a keen health and safety culture within its workplace and on site.

All staff will receive formal 'Induction Training' using our in-house **Induction Checklist (SMS 2)** and **Employees Safety Handbook (SMS 3)** on their first day of appointment, or as soon as possible after. This will involve the following:

- explaining the Company's background, operating culture and staff structure;
- introduce the Company's policy to health, safety and welfare;
- a tour of the workplace including locations of welfare and toilet provisions;
- the emergency evacuation procedure, including the assembly point location;
- the identification of the people responsible for first aid;
- the requirement and safe use of PPE which may have to be worn;
- what to do in the event of an injury, no matter how trivial it may appear;
- a brief explanation of the employees responsibilities to health, safety and welfare;
- identification of the supervision personnel who will be overseeing them.

A copy of the Company's Employees Safety Handbook will be issued and explained as part of this initial process.

Training will be reviewed on at least an annual basis and further regular communication will be encouraged with all of our employees, such as:

- health & safety awareness training;
- manual handling training;
- first aid training;

All training will be recorded and regularly monitored as part of the Company's Safety System using the **Training Register (SMS 4) or Computer Data**.

c) **Safety Monitoring and Consultation with Employees**

We encourage a pro active approach to matters of Health & Safety management and recognises the benefit of employees having significant input into the company health, safety and environmental procedues.

Employees and contractors are actively encouraged to liaise with their line manager and bring to their attention any safety or environmental hazard that may previously have been missed.

The Company will maintain a system of various techniques of inspection, to ensure that the 'health and safety culture' is nurtured and maintained within the workplace and on site.

The types of inspection include the following:

- a) **Safety Audit** - this is where a detailed systematic inspection of the existing health and safety systems and the way they function in practice is undertaken. This would normally be carried out by the Safety Advisor.

The audit will be carried out on the Safety Advisor's Safety Audit Record.

This assessment must have standards set prior to it's commencement and the comments on the existing systems compliance.

The audits are planned as part of the Company's Safety Management System.

- b) **Safety Inspections** - this is where an overall check is carried out of the Company's day to day operations. ie. a 'snap shot' of operations.

The inspection will be recorded on a **SMS 5 - Monthly Safety Checklist**, which can be completed by either the Company's Safety Advisor or Safety Officer.

When complete, the Senior Management, if not already involved, will be informed of the results.

d) Handling Hazardous Substances

The Company will not carry on any work which is liable to expose an employee to a substance hazardous to health, before making a sufficient written assessment of the risks on a Company **COSHH Assessment Form – SMS 6**.

The assessment will include consideration of the substance itself, including its possible harmful effects, how it should be handled, stored and used. If used, how long can it be used and what special controls, if any, are required. ie. PPE

The main concerns regarding hazardous substances is found in the **Sanitary Department**, involving the **mixing and handling of hygiene chemicals** and the **transferring of human waste along with the hygiene chemical**.

No	Product Name	Hazards	Protective measures to be taken
1	One Shot Berry	Irritant to eyes and skin.	PVC Gloves. Eye protection required. Emergency Eyewash at hand.
2	ELSAN Green Fluid	Irritant to eye and respiration.	Hand & eye protection recommended.
3	ODEX WC Blocks	Irritant eye, inhalation, ingestion and skin.	However, with good ventilation and normal use, no Protective equipment required, unless touching blocks for a prolonged time – wear PVC / Rubber gloves.
4	Liquid Hammer – Concrete Remover	Irritation to eyes & skin. Droplets irritate air passages and can cause coughing and breathing difficulties.	Good ventilation and wear PVC / Rubber gloves.
5	J & J Chemical. Co - TRUEX EU Series - Liquid Waste Treatment Deodoriser	Severe irritant to eyes. Skin irritation. Severe irritation to mouth if swallowed. Inhalation – irritant.	Good ventilation and wear PVC / Rubber gloves, eye protection and have eyewash handy.

Always wash hands after any use of these products.

When emptying our human waste, even though it has already been treated with Royal Flush and not in a raw state, must be treated with caution.

Please see recommended work information in Section I.

e) Consulting Employees Whose First Language is not English

If any of our staff or sub-contractors has difficulties understanding English, or employees have low literacy levels, we will communicate with them to encourage their involvement to increase their level of understanding.

We will undertake the following to involve and consult such employees:

- 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.
- Operate a 'Buddy System' by using English speaking compatriots to act as interpreters to pass on information and act as a minder for the non-English speaker.
- 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

We will be aware of cultural differences and take these into account when consulting employees - there may be some employees who do not feel able to speak up about health and safety matters.

f) First Aid

The Company will provide one or more 'suitable appointed persons' to tender first aid to employees in the event of injury or illness at work.

Names of appointed First Aiders will be clearly displayed.

The Company will provide at least one first aid box at it's offices, site locations, and company vehicles. There will be clear identification of the location.

The appointed staff will be responsible for maintaining all First Aid boxes and requesting additional materials when required.

g) Electrical Safety

The Company will supply suitable electrical equipment within the Main Offices and Shop Floor.

All works and workplaces mains supply has been installed to meet the requirements of the Electricity at Work Regulations 1989. All ring main circuits, in the office or site offices, must be inspected every 5 years by an approved electrician (NICEIC or ECA approved).

All fixed or semi-fixed equipment can easily be isolated for any maintenance requirements.

A system of electrical inspection and testing of all equipment, particularly portable tools and cables, is carried out on an annual basis. Any such items will be identified as being satisfactory by means of a labelling system.

Any unsatisfactory equipment will be identified and removed from service, until repaired or replaced.

Staff must inspect any portable equipment electrical equipment before use. Any concerns / damage to equipment must be reported to the Team Leaders.

No unauthorised electrical equipment can be used unless it has been PAT tested.

h) Reporting Accidents and 'Near Misses'

All accidents and near misses to employees whilst they are at work and all other persons on Company premises must be recorded as soon as possible and be reported to the appropriate authorities in accordance with statutory requirements.

All accidents must be investigated by a Directors / Safety Officer, and where appropriate, recommendations made to prevent recurrence. If an accident occurs causing loss of life, serious injury or extensive damage to property or equipment or the public is placed at risk to their health or safety a Directors or Senior Manager must be contacted immediately.

The Company's Safety Advisor (A W Associates) must be contacted as soon as possible to seek advice, and to allow them to report the event to the HSE (Health & Safety Executive).

Contact 01622 765847 to do this.

If necessary, a full **Accident / Incident Report (SMS 7)** must be prepared, with the assistance of our Safety Advisor and sent to the Directors / Safety Officer as quickly as possible to allow appropriate action to be taken. Preliminary information should be telephoned in appropriate cases.

Any incidents identified under RIDDOR (see Section I - RIDDOR) must be reported to our Safety Advisor.

i) Accident Investigation

The immediate aim of accident investigation will be to establish what caused the accident so that remedial action may be taken to prevent a recurrence. Investigation means searching out the chain of events which led to the accident, and is not concerned with apportioning blame.

The investigation should be carried out as soon as possible after the occurrence since the promptness with which an investigator commences his work often determines the length of time required for the investigation.

Which accidents should be investigated?

- a) Fatal accidents;
- b) All accidents causing serious injury which at the time appear on likely to incapacitate the injured person for more than three days;
- c) All dangerous occurrences;
- d) All incidents causing serious damage to plant or equipment;
- e) Regularly occurring minor accidents (not necessarily involving time loss) in an effort to reduce their frequency.

Who should carry out the investigation?

The investigator should be member of staff who is directly involved in work and the Safety Officer and Safety Advisor.

The injured person's union nominated safety representative may also wish to investigate the accident in the interest of those whom he represents.

What should be established?

i) Basic Facts

No matter what type of accident is being investigated there are certain basic facts about the injured person which will always be recorded.

These are:

- i) his/her full name and address;
- ii) his/her age, sex and marital status;
- iii) his/her occupation;
- iv) the time, date and place of the accident, and
- v) the time and date of his/her ceasing working.

ii) Detailed Information.

Only by establishing all the facts can the complete picture of what has happened be put together. It is vital therefore that the following details should be obtained:

- i) the exact location of the accident and whether the injured person should have been there;
- ii) the type of work being carried out by the injured person;
- iii) that the work being done was authorised and was being performed correctly;
- iv) the name of the person in charge at the time of the accident;
- v) that instructions had been issued for the work and were being correctly followed;
- vi) what was being handled, and what was its size and weight;
- vii) whether tools, machinery, equipment, structures, materials, etc., were involved. Information collected here should include details of condition, capacity, type, number, and if applicable, when the last statutory examination was carried out. If signs of misuse are evident these too should be noted;

- viii) whether safety equipment was available, known to be available and was being worn. Whether the injured person knew that the equipment should be used;
- ix) whether client of sub-contractor's men, machinery or equipment were involved, and if so, in what way?
- x) the sequence of events leading up to the accident. Careful questioning of the injured person may provide all the answers. If witnesses are questioned then record only what they actually saw and if possible obtain a signed statement;
- xi) the nature and extent of injuries received and/or damage sustained to plant and equipment;
- xii) whether any statutory provisions have been obviously disregarded;
- xiii) check through all the above facts and try to resolve any discrepancies.

iii) Report

The report should be written in a clear, precise manner and should detail events in reverse starting with the accident until the actual cause is established; statements, photographs and sketches should be attached to the report and returned to the Company Directors.

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

REQUIREMENTS

- **Death or major injury**

If there is an accident connected with work and:

your employee, or a self-employed person working on your behalf premises is killed or suffers a major injury (including as a result of physical violence); or

a member of the public is killed or taken to hospital;

you will notify the office without delay (eg telephone). They will contact the Safety Authorities;

and

within ten days you will follow up with a completed accident report form (F2508).

(Definitions of major injuries are given later)

- **Over-seven-day injury**

If there is an accident connected with work that lead to a worker being incapacitated for **more than seven consecutive days** (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

An over-seven-day injury is one, which is not 'major' but results in the injured person being away from work or unable to do the full range of their normal duties for more than seven days.

When calculating 'more than seven consecutive days' the day of the accident should not be counted, only the period after it. Any days the injured person would not normally have been expected to work, such as weekends, rest days or holidays, must be included.

- **Disease**

If a doctor notifies you that an employee suffers from a reportable work-related disease then you will send a completed disease report form (F2508A) to the enforcing authority. A summary of the reportable disease is given later.

- **Dangerous occurrence**

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which will be reported immediately (eg by telephone). A summary of the reportable dangerous occurrences is given later.

A full list is included with the pad of report forms and in the guide to the Regulations, or you can simply ring HSE to find out.

Within ten days you will follow this up with a completed accident report form (F2508).

- **Definitions of major injuries, dangerous occurrences and diseases**

Reportable major injuries are:

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material, including dermatitis, gastric complaints.

k) Provision of Personal Protective Equipment (PPE)

The Company will provide suitable PPE to any employees on employment who may be exposed to any risk whilst at work, except where such risks have been adequately controlled by other means.

PPE will only be used as a measure of last resort after steps have been taken to control the risk at source by other methods.

Any identified needs for PPE will be fulfilled making sure all equipment is suitable and compatible with other safety equipment being worn.

Any necessary training and information will be give regarding the safe use of the safety equipment.

There must not be any intentional or reckless interference or misuse of anything provided in the interests of health, safety and welfare.

Employees must notify the Company representative of any faulty or damaged PPE.

All Staff will wear the following equipment, where appropriate:

Marquee Workers

*Protective Footwear;
Head protection when structure fixed overhead;
Protective gloves.*

Sanitary Department

*Protective footwear.
High visibility vests.
PVC / Rubber Gloves
Face visors.
Respiratory protection to be used in confined space or poor ventilation, when working in a portable toilet.*

Concrete Crusher Workers

*Protective Footwear;
Head protection;
High visibility vests.
Protective gloves.
Hearing protection.
Eye protection – glasses.*

I) Office Safety

Display Screen Assessments (Computers / Workstations)

- A work station risk assessment will be carried out using a **Display Screen Assessment Form – SMS 8**.
- The workstations will meet the 'Schedule' in the above regulations.
- If necessary, works breaks and activity changes will be introduced.
- If required, eye and eyesight tests might be arranged.
- Employees will receive suitable training.

Trip Hazards

Slips, trips and falls account for many accidents in offices.

Please remember the following points;

- do not allow leads to trail across the floor, creating trip hazards.
- clear up any spillage quickly.
- do not block corridors or passageways.
- replace or repair torn carpets. etc

Manual Handling and Lifting

Do not take any chances lifting anything beyond your own capacity. Either ask for assistance or arrange for some mechanical equipment to help. See Section m – Manual Handling.

Electrical Equipment

Do not use any electrical equipment that has no current electrical inspection label attached. If you do, call for assistance.

m) Four Jays Limited – General Safety

m.1) Using Mechanical Lifting Equipment (Forklifts)

- ***Only trained and authorised staff can operate the forklifts;***
- Use equipment according to manufacturers instruction and in-house training;
- Report any defects in the forklift, particularly any safety features;
- Make sure the load weight distributed evenly;
- Always ensure that the working area is controlled, ensuring that all staff / other people are aware of your forklift movements;
- Ensure other people stand well clear when raising and lowering vehicle;
- Be aware of any damage to any structure which could be dangerous.

m.2) Using Step Ladders

- All step ladders will be numbered and inspected every 3 months;
- Always ensure the step ladder is in a good condition before use;
- Ensure the step ladder is erected on level, stable ground;
- If climbing a step ladder during marquee erection and disassembly, find a second person to help support the base of your step ladder;
- Immediately report any damaged or defect access equipment.

m.3) Portable Electrical Equipment

- Inspect any equipment prior to use. Report any faults to the Site Supervisor or Safety Officer.

m.4) Falls / Trip Hazards

- do not leave trailing electrical leads across the floor. This can lead to serious injury.

m.5) General Site Safety

- Maintain adequate housekeeping on the work and storage areas, to prevent build up of flammable materials and potential trip hazards.
- Watch out for warning notices on equipment and plant and obey the warnings given.
- Wear protective clothing or equipment when provided and wear as instructed.
- Check equipment for any damage after use and report at the earliest opportunity.
- Clean, use and maintain and carry equipment safely.
- Obtain help if a load is awkward or heavy – objects should not obstruct vision when being carried.
- Do not use equipment that you have not been trained to use.
- Always use proper designated access, do not take short cuts.
- Try to reduce noise to the minimum.
- All accidents and dangerous occurrences must be reported to the Safety Officer.



m.6) Drivers of Company Vehicles

All authorised drivers of company vehicles will ensure that:

- (a) the vehicle with which they are provided is roadworthy;
- (b) the requirements of the Road Traffic Act and the Highway Code are observed;
- (c) The vehicle is not used for any purpose for which it is not intended or insured;
- (d) maintenance and servicing is carried out as per the vehicle's servicing schedule;
- (e) driving licences are current, valid and appropriate to the class of vehicle to be driven;
- (f) only authorised drivers are permitted to drive the vehicle;
- (g) any incident involving collision with a person, animal, other vehicle or object is reported;
- (h) all loads are within the rated capacity of the vehicle;
- (i) overhanging loads have a warning triangle affixed;
- (j) clear reversing instructions/signals to be given;
- (k) driving is always conducted with due regard for other road users, prevailing weather conditions and road surfaces;

m.7) Safety Equipment / PPE - Marquee Workers

All Staff will wear the following equipment, where instructed:

*Protective Footwear;
Head protection when structure fixed overhead;
Protective gloves.*

m.8) Safety Equipment / PPE - Concrete Crusher Workers

*Protective Footwear;
Head protection;
High visibility vests.
Protective gloves.
Hearing protection.
Eye protection – glasses.*

m.9) Safety Equipment / PPE - Sanitary Department

All Staff will wear the following equipment, where appropriate:

Protective footwear.

High visibility vests.

PVC / Rubber Gloves

Face visors when transferring or mixing.

Respiratory protection to be used in confined space or poor ventilation.

The main concerns regarding hazardous substances is found in the Sanitary Department, using hygiene chemicals and working with human waste.

No	Product Name	Hazards	Protective measures to be taken
1	One Shot Berry	Irritant to eyes and skin.	PVC Gloves. Eye protection required. Emergency Eyewash at hand.
2	ELSAN Green Fluid	Irritant to eye and respiration.	Hand & eye protection recommended.
3	ODEX WC Blocks	Irritant eye, inhalation, ingestion and skin.	However, with good ventilation and normal use, no Protective equipment required, unless touching blocks for a prolonged time – wear PVC / Rubber gloves.
4	Liquid Hammer – Concrete Remover	Irritation to eyes & skin. Droplets irritate air passages and can cause coughing and breathing difficulties.	Good ventilation and wear PVC / Rubber gloves.

Always wash hands after any use of these products or after operating in the department.

When emptying our human waste, even though it has already been treated with Royal Flush and not in a raw state, must be treated with caution.

Always operate the waste pump locally, without standing near the pump out point.

Report damaged equipment and get it replaced.



Avoid becoming contaminated with sewage. If accidental exposure occurs, thoroughly wash your hands and wash down with water. Report to main office.

If in enclosed area, wear provided respiratory mask.

Do not touch your face or smoke, eat or drink, unless you have washed your hands and face thoroughly with soap and water. Wash down in the personnel shower provided

Cleanse all exposed wounds, however small, and cover with a sterile waterproof dressing.

Change out of contaminated clothing before eating, drinking or smoking.

Any contaminated clothing must be stored in sealed polythene sack provided.

n) Fire Safety

Adequate fire protection precautions will be taken including detection, emergency lighting and fire fighting equipment, which are reviewed on an annual basis.

An adequate number of signs to identify all possible identified escape routes have been fitted, with emergency lighting where required.

The Safety Officer is responsible for testing the evacuation procedure shown on the 'Fire Action' signs, on a regular basis.

Fire doors will be regularly inspected to make sure they are kept clear at all times.

When the alarm is heard, all staff must quickly but sensibly make their way along approved routes to the 'Assembly Point' outside. Any guests or visitors must be taken along the route to safety.

o) Equipment Maintenance, Statutory Tests and Inspections

All work equipment is sourced from reputable sources within the EU.

Maintenance is undertaken according to manufacturer's recommendations.

Any damaged or unsafe equipment will be removed from use until repaired or replaced.

All statutory inspections will be carried out, as well as the generation of a written report, including the following:

- All portable electrical equipment will be inspected and tested at the appropriate times.
- All mechanical lifting equipment will be regularly tested and inspected, including forklift equipment.
- All ladders and stepladders must be visually inspected at least every month and reported on SMS 5 – Monthly Safety Checklist.
- All vehicles will be inspected and maintained according to Road Traffic Regulation requirements.

All reports generated will be held in a central file for easy access.

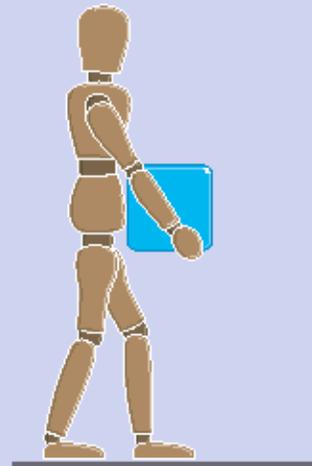
p) Manual Handling

Four Jays Limited will try to achieve minimal manual handling within their workplace. If possible, any items weighing over 25 kg will be handled using mechanical handling equipment or reassessed.

Good handling technique for lifting

Here are some practical tips, suitable for use in training people in safe manual handling. In the following section a basic lifting operation is taken as an example.

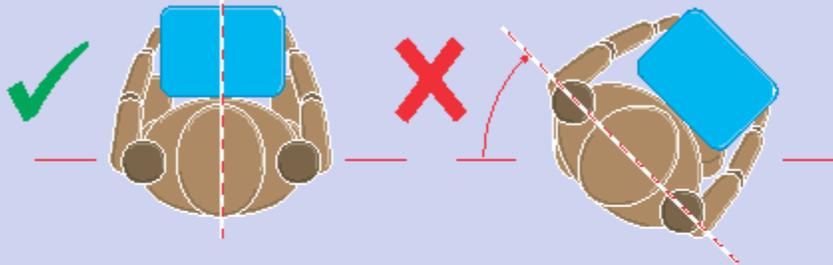
- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.



- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).



- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

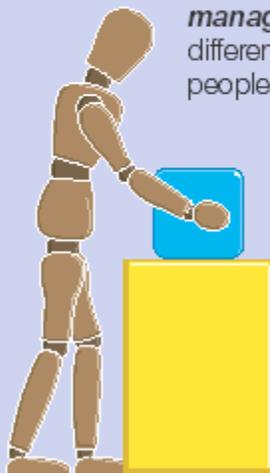
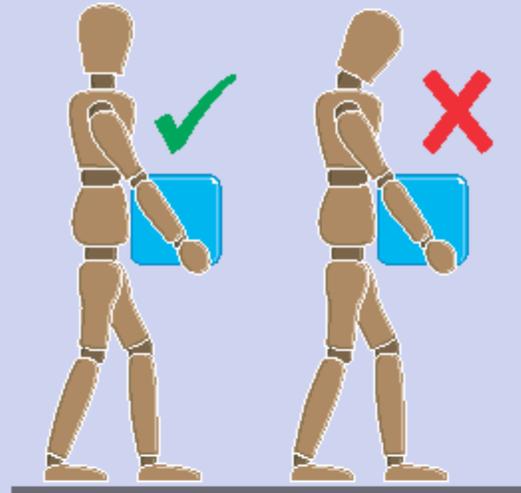


- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.

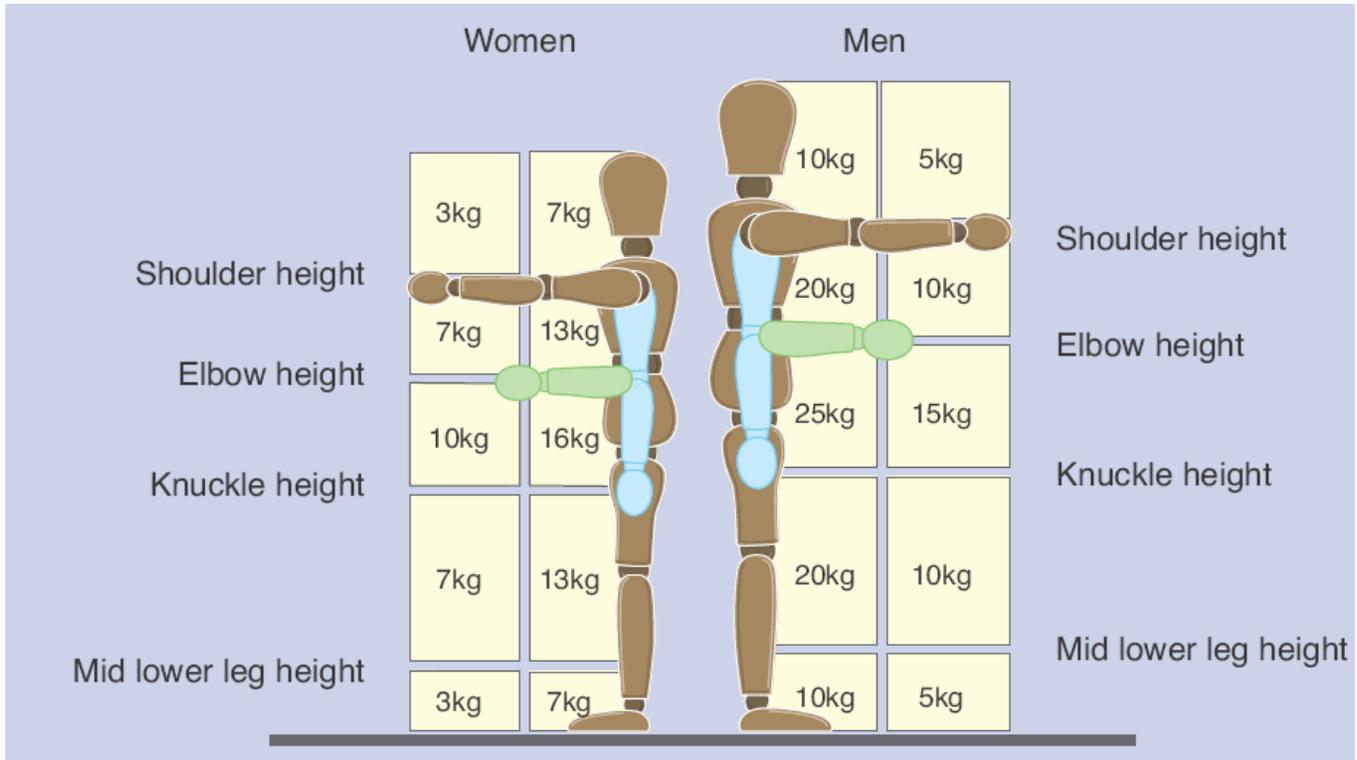
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

This diagram shows the weights an ordinary healthy man should be able to lift (healthy women can lift on average two thirds of these weights) without significant risks to their health.



An employee should not be lifting/handling more than these figures without a proper lifting/handling assessment having been done.

q) Contractors

Contractor's safety arrangements will be checked by the Safety Officer or nominee, against the requirements of this document and the specific procedures contained in the other procedures in the Company's policy document.

Any shortcomings on the part of the sub-contractor should be brought to the persons above attention and eliminated.

Contractors give specific and direct responsibility to their own employees and others that may be affected by their work with regard to health & safety. They should:

- complete a **Health & Safety Guidance for Contractors (SMS 9)** and complete and return a **Contractor Questionnaire (SMS 10)**, which must be returned to the company before work commences;
- identify the hazards of their work and inform Four Jays Limited's management where there is risk to health and safety;
- comply with all current health & safety requirements;
- ensure that their supervisory staff are competent and have received sufficient training to carry out their work safely;
- ensure their own systems of work, plant and all workplaces under their control are safe;
should not deviate from planned procedures and programmes without prior agreement;
- ensure that equivalent safety standards are achieved if they employ their own sub-contractors.
- Four Jays Limited **MUST** be informed of any such arrangements, before work commences.

r) Emergency Evacuation Procedure***Any person discovering a fire:***

- 1) Sound the alarm.
- 2) Attack fire, if possible, using the appliances provided. **(DO NOT PUT YOURSELF AT RISK)**
- 3) Leave the building by the nearest emergency exit.
- 4) Report to your designated Assembly Point.

On hearing the fire alarm:

- 1) Leave the building by the nearest emergency exit.
- 2) Close all doors behind you.
- 3) Report to the designated Assembly Point.

DO NOT TAKE RISKS.

DO NOT RETURN

Note: The emergency action procedure will be tested from time to time. Please always treat any alarm sounding as a serious occurrence, it may not be a rehearsal one day.

s) **Mobile Phone Usage Policy**

This policy deals with the implications surrounding the use of hand-held mobile phones / devices by employees to ensure their own safety and that of others.

A hand-held device is:

'something that is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function'

The penalty for using a hand-held mobile phone/device whilst driving is now a 3 point endorsement on your driving licence, plus a fine of £60, rising to £1,000 if the case goes to court.

To ensure compliance with the above legislation and also with the Health & Safety at Work Act 1974, *all Fleet Care employees are not allowed to use a corporate or personal hand-held mobile phone / device whilst driving any vehicle in the course of their work.*

Provided that a mobile phone/device can be operated without holding it, then hands-free equipment is NOT prohibited by the regulation, however, *hands free mobile phones/devices are distracting and people still risk prosecution for failing to have proper control of a vehicle, with the penalties being the same.*

Employees using a hand-held mobile telephone for any reason (for example making or receiving a telephone call, accessing the internet or sending or reading a text or multimedia message) should do so at a convenient break in their journey.

The vehicle must be stopped in a safe and legal area with the engine turned off in order to use a hand-held mobile telephone. *Using a hand held mobile phone whilst stationary in traffic or at traffic lights does still constitute an offence.*

Any penalties that may be incurred through illegal use of hand-held mobile phones/devices will be payable by the employee.

Office Staff

Anyone calling a mobile phone also has a duty to bear in mind the nature of the legislation and if it is apparent that the person you have called is driving, then you should tell them that you will ring them back later and terminate the call.



t) **Safety Documentation**

SMS No	Document Title
1	Risk Assessment Form
2	Induction Checklist
3	Employee Safety Handbook
4	Training Register
5	Monthly Safety Checklist
6	COSHH Assessment Form
7	Accident & Incident Report
8	DSE Checklist
9	Health & Safety Guidance for Contractors
10	Contractor Questionnaire

END