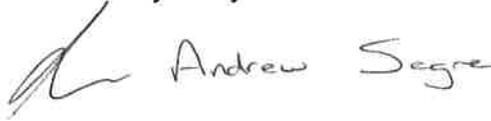


## JPR TILING CONSULTANTS LIMITED HEALTH AND SAFETY POLICY

The following is the Health and Safety Policy of JPR Tiling Consultants Limited as of November 2016. This Health and Safety Policy will next be reviewed in November 2017.

Signed:



Andrew Segre

### GENERAL STATEMENT OF POLICY

The Director of JPR Tiling Consultants Limited declares that the company's policy is to achieve and maintain a safe and healthy work environment for its employees, sub-contract tilers and all others who may be affected by the company's operations, so far as is reasonably practicable.

This will be achieved by:

- Providing adequate control of the health and safety risks arising from the company's work activities
- Consulting with employees and sub-contract tilers on matters affecting their health and safety
- Ensuring safe use and handling of plant, equipment and substances
- Providing information to employees and sub-contract tilers of risks to their health and safety and the preventative and protective measures taken
- Co-coordinating and co-operating with clients and other employees and other sub-contractors where necessary to promote health and safety
- Ensuring all employees and sub-contract tilers are competent to carry out their tasks
- Maintaining safe and healthy working conditions
- Reviewing this Health and Safety Policy on an annual basis and revising in the light of the changing needs of the company, technical innovation and legislative developments

The Company expects all persons who are employed by the company to co-operate with and actively assist in implementing the company's Health & Safety Policy.

Julian Brown and Andrew Segre (Directors) are responsible for the implementation of the company's Health and Safety Policy.

### RESPONSIBILITIES

#### Overall Responsibility

Julian Brown and Andrew Segre have overall responsibility for implementing the Company's Health and Safety Policy.

Duties include:

- Conducting hazard and risk assessments, control of hazardous substances and manual handling assessments (generic and site specific) for the identification, elimination or control of hazards at the earliest stage in every operation
- Monitoring the effectiveness of controls provided and to ensure that good housekeeping standards on sites are adopted and maintained
- Liaising with the client on all matters of safety and complying with the requirements of the Construction (Health, Safety and Welfare) Regulations 1996
- Ensuring approved risk/control of substances hazardous to health assessments, method statements, and all necessary documentation (to include where necessary the Site Safety Plan) are available at the work site

## RESPONSIBILITIES (continued)

### Site Supervision

Site supervisors are responsible to Julian Brown, Director, for ensuring the company's Health and Safety Policy is put into practice on site.

They will:

- Appoint a person to act in their absence
- Be in possession of all information necessary to ensure operations and procedures are carried out in accordance with relevant Approved Codes of Practice, HSE Guidance Notes, manufacturers recommendations and method statements approved by Julian Brown
- Instruct all persons working on site or who may be affected by operations, of any serious or imminent hazard to which they may be exposed, the measures taken to protect them, when they should stop work and proceed to a place of safety, the means of so doing and nominate and instruct sufficient persons to assist in discharging this duty
- Report all accidents, illness and dangerous occurrences to Julian Brown and in the case of death, serious injury and dangerous occurrences, notify the enforcing authority by the quickest available means
- Identify and clearly mark hazardous areas and take the necessary steps to prevent unauthorised access
- Consult, receive, transmit and where appropriate act upon information and suggestions concerning the safety performance of the company, encourage the active participation of persons under their control to further the objectives of the company's Health and Safety Policy
- Ensure all waste is correctly kept and disposed of

### Self-employed, Employees and Temporary Workers

Self-employed tilers, self-employed manual workers, employees and temporary workers are responsible to Site Supervisors.

They will:

- Ensure they are in possession of the information and skills required to safely carry out the work for which they are employed
- Report to the site supervisor any defective plant, machinery, tools, and other equipment, systems of work or conduct of others that constitute a hazard
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Correctly use all tools, plant, machinery and items of safety equipment and personal protective equipment when appropriate or when so directed by a person in authority
- Fully co-operate in the fulfillment of the company's Health and Safety Policy and Site Safety Plan
- Contact the company's business office if they become ill or suffer from an injury that occurred on the work site in a timely manner and within 24 hours so far as is reasonably practicable
- Ensure they wear the correct protection at all times

### Fire Safety

All employees or sub-contract tilers are required to familiarise themselves with the fire procedures before commencing

work.

- Fire exits must be kept clear at all times.
- They should know which extinguishers are available in their immediate place of work.
- In particular they should ensure that combustible materials do not accumulate around their place of work.
- Flammable materials must never be exposed to hot surfaces or direct heat sources.
- In the event of a fire the premises should be evacuated immediately following the information provided on the fire notices.
- Fire extinguishers should only be removed from their wall brackets in an emergency.
- The removal of fire extinguishers in other cases without good reason will be considered as misconduct

## Housekeeping

Good housekeeping in all areas is an essential feature of safety and the prevention of accidents. Equipment must not be left where it can be a tripping hazard.

## Personal Hygiene

In the close working environment, which we all have to endure, personal hygiene and cleanliness is of utmost importance. It is everyone's responsibility to ensure as far as reasonably practical that working clothes and footwear should be suitable to the work conditions.

## Personal Protective Equipment

- The company will provide free of charge all necessary PPE for employees.
- Where protective clothing is provided for health and safety it must be worn.
- It is a strict legal offence for an employee or sub-contract tiler to abuse or disregard safety equipment.
- Persons required to handle hazardous substances must first read the material safety data sheet to determine the precise nature of the protective equipment/clothing required for that product.
- It should be noted however that personal protective equipment is the last measure to be resorted to in the "hierarchy of controls" and, wherever it is reasonable to do so, the company will attempt to reduce risks in other ways.
- The PPE provided to employees will be to European and British Standards

## Reporting Injuries

Injuries must be reported to site management and treated by a first aider or appointed person, including minor injuries. All injuries must be recorded.

## Reporting Hazards & Near Misses

All employees and sub-contract tilers are to be aware that "near miss" incidents are to be reported to the site office in the following way:

- Immediately after the "near miss" the incident is to be reported to the site manager.
- A written report is to then be submitted so that systems and procedures can be adjusted to eliminate the hazard, or by introducing further control measures to reduce the risk to comply with the relevant statutory provisions.

## Training & Induction

General induction training will be provided for all new members of staff and sub-contract tilers. Additional training will be provided for nominated members of staff as required. In addition sub-contract tilers will receive adequate instruction

and supervision to enable them to undertake their work in a safe manner. Should an employee or a sub-contract tiler be unhappy or unfamiliar with any work related task, he or she should seek assistance and guidance from the management team. Safety training is regarded as a vital ingredient of an effective health and safety programme. It is essential that every worker in the company is trained to perform his or her job safely

## **Sub-Contractors**

All sub-contract tilers need to attend a Site Safety Induction Training period and this will be recorded. They will attend training periods as necessary and undertake CITB registration in order to gain a CSCS card

## **Safe Lifting and Carrying**

Strain injuries can result from lifting, pushing, pulling, carrying, lowering, holding and restraining. Injuries can be sudden or occur over a long period of time. JPR Tiling Consultants Limited aims to prevent the risk of back injuries through continually assessing jobs for a better, safer way to perform tasks.

- If an employee or sub-contract tiler is aware that the task can be safely improved, he or she should make their suggestion to management.
- All should remember the most risky lift is when lifting a heavy load from the ground level or when lowering a heavy load to the ground.

Tips for safe lifting:

- When lifting a load from the ground level, bend the knees, keep back straight, keep the load close to your body, lift with your leg muscles, support your forearms with knees and support the load with your body.
- When lowering a load, use leg muscles and lower the load by bending your knees, not the back. Where possible, support forearms on knees.
- Refer to manual handling risk assessments if applicable, plan the lift, check the route for obstacles, and stop for short breaks when performing repeated lifts.

## **Control Of Substances Hazardous to Health**

The law requires JPR Tiling Consultants Limited to control the use, disposal and transportation of all hazardous materials.

- A formal assessment has been carried out of all materials used by JPR Tiling Consultants Limited and this is available on site at all times for reference purposes.
- Sub-contract tilers are not permitted to purchase or to bring to work substances which are not included on the chemical safety register.
- If a formal assessment has not been made then that product may not be brought onto or used on sites.
- Disposal of chemical products must only be carried out on the direct instruction of the management team.
- It is a strict requirement of JPR Tiling Consultants Limited that when any person handles a chemical they never mix it with any other chemical product. The mixing of chemicals can lead to harmful chemicals being formed inadvertently.
- If chemicals come into contact with skin or eyes or if they are swallowed or inhaled then immediate first aid must be sought
- The supervisor will have access to the company assessments which provide detailed advice on the measures to be taken to counteract the effects of each chemical used by the company.

## Electrical Safety

The company's policy is to ensure that all electrical equipment in use is in good order and has an in date PAT test. Any electrical equipment should not be used if it does not appear to be in good order. Changes to the electrical system (including new plugs) should only be undertaken by competent persons who have been trained and all works required should be reported to the management team.

General safety requirements for the use of electrical tools and systems:

- All electrical equipment must be switched off after use.
- Sockets must not be overloaded.
- Any person with wet hands or near water must not attempt to switch on/off electrical items
- No wires should be allowed to project into the walkways where they present a tripping hazard
- Only 110 volt power tools can be used on construction sites.

## First Aid

- The nominated first aiders will be published on the site notice board.
- If an employee or sub-contract tiler suffers an injury, however slight, he or she should report it to their supervisor and site manager and the nominated first aider at once.
- The injury must be entered in the accident book and the employee or sub-contract tiler will be required to provide a full explanation of the events surrounding the accident.
- If a serious accident occurs the first aider should be contacted at once. The site management team will arrange for an ambulance to be summoned immediately

## Working as a contractor

All employees and sub-contract tilers working on client sites on behalf of this JPR Tiling Consultants Limited must carry out the following arrangements prior to work commencing:

- Always park the company vehicle in a safe place.
- Report to the Site Office, and ask for the site manager.
- Introduce yourself as the company representative; seek clarification on the proposed tasks.
- The site manager should then induct you onto the site before you start work.
- Ensure that they are aware of the following:
  - What does the fire alarm sound like?
  - Where is the fire assembly area/point?
  - Can they seek assistance from their nominated first aider(s)?
  - If yes; who is the nominated first aider?
  - If yes; where is the nominated first aider located?
- Carry out a check of the designated worksite.
- Ensure safe access/egress to the worksite.
- Erect relevant signage as required.
- Carry out all work as required in as safe a manner as possible.
- Inform management and/or designated client contact of any concerns over safety issues.
- Strip out all signage/fencing/barriers etc.
- Clean up the worksite to a high standard.
- Hand over site to designated contact and depart from site.
- On departure inform management that task is complete.

## **Risk Assessments**

As a requirement of the Management of Health & Safety at Work 1999, risk assessments of JPR Tiling Consultants Limited work activities will be undertaken and documented. The company will maintain generic Risk Assessment Manuals for all construction and maintenance work activities. These will be monitored, reviewed periodically and updated in line with new legislation and Codes of Practice. The manuals will be issued to all places of work and made available to all employees and sub-contract tilers undertaking construction and maintenance work activities.

Where generic Risk Assessments are not suitable for specific work activities (i.e. unforeseen construction work) then JPR Tiling Consultants Limited will produce site-specific assessments with advice from safety consultants where necessary.

## **Working at Height**

JPR Tiling Consultants Limited will strive to meet the requirements of the Work at Height Regulations 2005 to prevent and protect people from falls using the risk assessment process.

## **Use of Vehicles**

Persons using company and private vehicles will be required to produce their driving licences on appointment, and thereafter, yearly to the company. Accidents, however small, involving drivers of company vehicles and the driving of vehicles whilst on company business, will report the incident immediately to the company.

## **Smoking**

The company operates a no smoking policy inside all buildings. Smoking will only be permitted in designated outside areas sign posted "SMOKING AREA". Smoking is prohibited in all other areas including company vehicles or outside of vehicles in company car parks/yards etc. Any employee found to be in breach of these rulings would be subject to the company's disciplinary procedure.

## **Alcohol policy**

The sale distribution, possession, or consumption of alcohol on JPR Tiling Consultants Limited premises including client's sites is prohibited without the written approval of senior management. JPR Tiling Consultants Limited requires its employees to attend work in a fit and appropriate state with no impairment from the effects of alcohol. Being unfit for work due to alcohol consumption is prohibited and grounds for termination of employment. JPR Tiling Consultants Limited recognises that alcohol dependency is a treatable condition. Employees and management will be made fully aware that assistance in the prevention, early detection and diagnosis and treatment of alcohol dependency is readily available. All employees have a responsibility to behave in accordance with the requirements of the alcohol policy.

## **Company policy on non-prescribed illegal substances**

The sale possession or consumption of illegal substances on JPR Tiling Consultants Limited premises including client sites is prohibited. JPR Tiling Consultants Limited management is the sole judge of an employee's fitness to carry out their work tasks. If in the management's opinion, an employee is under the influence of drugs on company premises, disciplinary action will be taken. In all cases disciplinary procedure will result in warnings, but in more serious cases may lead to stronger measures being taken (i.e. dismissal). In the event of an incident resulting in injury, economic loss or damage, JPR Tiling Consultants Limited reserves the right to take all practicable means to determine if drugs are involved.

## Noise

The company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees or sub-contract tilers who work with noisy equipment or in a noisy environment is reduced to a minimum. The company also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as possible. The company will also take all reasonable steps to minimise the disturbance caused by noise from company premises affecting people in the neighbourhood

## Vibration

Regular, long-term exposure to vibration can lead to ill health, for example vibration white finger associated with mining.

Exposure to vibration at work can occur through two main routes. These are:

- Hand-transmitted vibration (known as hand-arm vibration or HAV)
- Vibration transmitted through the seat or feet (known as whole body vibration or WBU).

The company will set an action plan in place to reduce the risks associated with hand-arm vibration.

- Vibration can be controlled at source by modifying or redesigning the equipment or process and correct installation and regular maintenance of machinery.
- Exposure to vibration can also be reduced by removing the worker from the work by automating the process or job rotation.
- All staff will receive suitable and effective training in order to meet their specific responsibilities to themselves and others.

## Machinery & Equipment

- Only trained personnel may use machinery provided in the work place.
- Employees or sub-contract tilers will not be allowed to use/operate equipment until they have been trained to do so.
- Prior to authorisation being given to operate machinery an assessment of a person's competence will be carried out and at this stage extra supervision and instruction may be provided.
- If an employee or sub-contract tiler has not received training to use/operate any items of equipment then under no circumstances should they attempt to operate it.
- Any employee or sub-contract tiler who is unsure of any piece of equipment, safety feature or controls should ask the Management Team.
- If at any stage whilst using any item of machinery an employee or sub-contract tiler begins to feel unwell they must stop what they are doing, isolate the plant concerned via the remote electrical supply switch and report to the Management Team.
- Employees and sub-contract tilers must not approach or distract any other person operating machinery.
- All machinery and equipment provided by the company will be correct and compliant with current safety standards and/or legislation in force.
- Employees and sub-contract tilers must visually check equipment before operating it.
- All guards, safety devices and controls fitted to equipments and/or machinery must be used at all times by employees and sub-contract tilers
- Any fault or defect in a piece of equipment or equipment controls provided by the company or otherwise must be notified immediately to the Management Team.
- The equipment must not be used until it has been repaired and safe to use again.
- Equipment provided by the company will be proactively maintained and it is the responsibility of the Management Team to keep a record of equipment maintenance.

## Display Screen Equipment

- The company will analyse workstations used by employees who meet the criteria for being classed as "users" under the Regulations in order to assess and reduce risks.

- The company will carry out formal assessment of all workstations for identified "users".
- The company will encourage "users" to plan their work so there are breaks or changes of activity.
- It is the policy of the company to provide eye tests for visual display screen work where an employee is required to work with this equipment.
- On request, the company will arrange eye and eyesight tests for "users" and provided corrective appliances where the eye and eyesight tests suggest that these are required for display screen equipment work.
- The company will provide information and safety training where required.

## **Environmental Policy Statement**

Protection of the environment in which we live and operate is part of JPR Tiling Consultants Limited's values and principles and considered to be sound business practice. Care for the environment is a key responsibility and an important part of the way in which JPR Tiling Consultants Limited does business.

In this policy statement I commit my company to:

- Complying with all relevant environmental legislation, regulations and approved codes of practice;
- Protecting the environment by striving to prevent and minimise the company's contribution to pollution of land, air, and water;
- Seeking to keep wastage to a minimum and maximise the efficient use of materials and resources;
- Managing and disposing of all waste in a responsible manner;
- Providing training for my employees and sub-contract tilers so that we all work in accordance with this policy and within an environmentally aware culture,
- Developing the company's management processes to ensure that environmental factors are considered during planning and implementation;
- Monitoring and continuously improving the company's environmental performance.

The policy statement will be regularly reviewed and updated as necessary.