



Health & Safety Policy

Section A - General Statement of Health and Safety Policy

We recognise that it is our responsibility to ensure the health, safety and welfare at work of our employees. This duty of care also extends to other persons whilst they are on our company premises and/or construction sites, or are affected by our activities

It is our policy and commitment to provide and maintain safe and healthy working conditions, equipment and systems of works, for the prevention of work-related injury and ill health for all our employees and third parties.

We will do all that is reasonable to prevent personal injury and damage to property. This policy includes the general public, when they come into contact with the company, its activities or its products. Further we will provide such information, training and supervision as is needed to support the above.

We recognise that we have specific duties and statutory requirements. We are committed to:

- Providing and maintaining safe and healthy working conditions to eliminate hazards and reduce risks;
- Providing information, instruction, training and supervision as necessary to enable employees to perform their work safely and efficiently;
- Make available all necessary safety devices and protective equipment, and supervise their correct use;
- Consultation and participation of workers (and workers' representatives), on health & safety issues and systems of work;
- Providing and maintaining, so far as reasonably practicable, a safe place of work and safe means of access to and egress from that place of work;
- Providing and maintaining a working environment that is, so far as reasonably practicable, safe, without risks to health, and with adequate facilities and arrangements for welfare at work;
- Setting and monitoring of business objectives and targets, established according to our activities, business and other legal requirements;
- Creating working environments that will positively contribute to the wellbeing of our employees.

It is our SHEQ committee's responsibility to implement our health & safety management systems. We are committed to fulfilling our legal and other requirements, with the committee monitoring the effectiveness of the systems in place, undertaking reviews and updates to ensure continual improvement, including legal compliance and best practices, are achieved.

We understand that it is our responsibility to ensure the health, safety and welfare at work of employees of Jarvis Group Limited and our subsidiary businesses and trading divisions. This duty of care also extends to other persons whilst they are on our company premises and/or our construction sites or affected by our activities to enable Jarvis Group Limited to fulfil its duties and responsibilities as an employer. All employees have a duty to exercise personal responsibility and to do everything within their power in the course of their employment to prevent injury or ill health to themselves and others.

This policy is reviewed annually and amended to reflect any internal changes or legislative and regulatory requirements. It is available to interested parties upon request.

Signed



Mark Doyle
Chief Executive Office
Jarvis Contracting Ltd



Mike Peters
Chief Executive Officer
Jarvis Group Developments Ltd

Section B - Legal Framework

The Health and Safety at Work Act 1974 (HSWA)

This act places a duty of care on employers and employees to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees, patients, visitors and contractors. The act provides the basis of a comprehensive system of law covering the health and safety of people at work. It is an enabling act and for this reason its provisions are wide. It is augmented by regulations produced under the act by the Secretary of State. The act imposes legal responsibility to comply with its provisions. In the case of negligence, proceedings can be taken against an individual, and/or responsible manager, as well as against the employing organisation.

The Management of Health and Safety at Work Regulations 1999 (MHSWR)

These regulations were implemented in the UK under the EC Directive on Health and Safety at Work in 1992, and were amended and re-issued in 1999. The regulations spell out some, but not all of the HSWA's general duties. In drawing up the MHSWR to implement the Framework Directive, care has been taken to avoid duplication of the HSWA duties in an endeavour to clarify or expand on these where it was thought to be necessary.

The MHSWR describe a set of management procedures through which organisations are able to demonstrate compliance with health & safety law. Since these procedures are compatible with all risk management programmes, they offer a mechanism for the integration of health & safety into the general risk management function.

CDM (Construction, Design and Management) Regulations 2015

These regulations are specifically designed to aid with the improvement of health & safety within the construction industry, from initial design through to demolition of buildings. Designers must adopt a 'cradle-to-grave' assessment for any abnormal risks that may be encountered during the construction, maintenance and later demolition of the building. They place distinct duties on all parties involved with construction projects. We are committed to the implementation of all of the duties held by the company, and will work with all parties to ensure that full compliance is achieved. Emphasis is placed upon the planning of the project, and the prevention of dangerous activities and risks that are likely to affect those persons involved. We will work closely with the principal designer during the whole project. Our team of competent persons will be required to produce specific 'Construction Phase Plans' in accordance with the requirements outlined within the legislation.

The Health and Safety Executive (HSE)

The duty of the Health and Safety Executive is to make adequate provision for the enforcement of the Health and Safety at Work Act, and to undertake the daily administration of affairs. The Health and Safety Executive operates through a number of local offices, enforcing the statutory legislation through a team of inspectors.

The Health and Safety at Work Act gave the HSE Inspectors the power to issue improvement and prohibition notices to employers. Generally, the Inspectors have the right to enter employers' premises, take recordings, photographs, measurements, carry out examinations, and examine books and documents. They can, by imposing prohibition notices, stop activities and processes considered to be dangerous immediately.

Section C - Implementation of Policy

Within the general principles for the provision of safe working conditions and ensuring the health of employees, the company will ensure:

- That specific responsibility within the management structure for each aspect of safety, health and welfare is identified to a named established post. (Outlined in Section D)
- That the nature of all hazards to employees arising from work conditions, the use of equipment, and materials, will be identified and effective controls instituted to minimise the risk of injury.
- That appropriate standards of procedure for operation and public protection will be set out in relation to each potentially hazardous situation and substance.
- That adequate safety training for all employees will be provided:
 - In relation to the interpretation and application of statutory requirements and under the Health and Safety at Work Act 1974, and all other relevant legislation and guidance in force at the time.
 - In the use and handling of equipment, materials and substances so as to eliminate hazards at source, or to reduce or minimise any risks.
- That all employees know what to do in the case of emergency (fire or accident), where first-aid and fire equipment is located and the regulations regarding their use.
- That warning notices are displayed at all potentially hazardous places, and where potentially hazardous equipment is used.
- That safety equipment, protective clothing, and other aids are provided as necessary, and proper training given in their use, application, maintenance and limitations.
- That joint consultation with staff representatives and employees will take place on all matters relating to measures for ensuring the health & safety of employees.
- That representatives of both staff and management are maintained on the SHEQ Committee.
- That every member of staff has access to a copy of the Health & Safety Policy Statement, and a copy of the Health & Safety Policy is available on each site.
- That through our Jarvis Safe brand, we actively promote the importance and understanding of a safe working environment and the presence of Health & Safety publications around the workplace ensure a continuous high standard of health, safety and wellbeing.

We will delegate responsibilities to competent persons to establish safe methods of work, which minimise risk to Health and Safety, and comply in all aspects with current legislation and codes of practice.

Section D - Line of Responsibilities

Responsibilities

- The Board has overall responsibility for the development of a pro-active health & safety culture and the health & safety for its companies.
- The CEOs for the Group's respective businesses are ultimately responsible for the implementation of the Health & Safety Policy, and to offer advice to all employees of the Company on any matter relating to health and safety.
- Operations Director, Operations Manager, Contracts Managers and Group Finance Director are responsible for the implementation of the Health & Safety Policy at the workplace, and are responsible for ensuring only safe systems of work are employed and to recommend training requirements.
- Project Managers and Site Managers are responsible to provide supervision and ensure a safe working environment is maintained.
- All Designers, External Consultants and Engineers on Design & Build contracts are responsible for the appropriate information and instructions taking Health & Safety into consideration.
- All employees have a responsibility to work with all parties to ensure their own safety, the safety of their colleagues, and all others who may be affected by their activities.

Individual Responsibilities

The Board;

- Will initiate the effective implementation of the Health & Safety Policy via the CEO.
- Will arrange for funds to enable an adequate training programme to be developed, to ensure all employees are aware of their legal duties and responsibilities, and are competent to carry out their work to meet the requirements of the Policy.

The CEO/Directors of each Company;

- Responsible for the implementation of the Health & Safety Policy, and will report to the Board on Company Policy matters at regular intervals.
- Will have an understanding of the Health and Safety at Work Act 1974, and a general knowledge of the statutory legislation, Codes of Practice and Guidance Notes applicable to the construction industry.
- Periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- Ensure this Health & Safety Policy, and related instruction, is adequate, and that all employees are informed of the contents.
- Report to the Board on all accident statistics, and current and future activities concerning health, safety and welfare.
- Implement a system of safety audits, inspection and accident investigation and reporting.
- Ensure that budgets and tenders are adequate to cover sound methods of working and provision of the required welfare facilities.
- Ensure Construction Phase Plans are developed and produced for all projects, as required by the Construction Design and Management Regulations 2015.
- Ensure that all work is carried out in compliance with current safety rules and regulations, and foster the interest and enthusiasm for health & safety throughout their Company.
- Ensure all accidents and dangerous occurrences are investigated fully.
- Ensure that there is a proactive culture to encourage the reporting of near misses, and when appropriate, that these are investigated.
- Ensure RIDDOR regulations are adhered to.
- Actively promote and continuously develop positive Health & Safety practice.

SHE Manager;

- Advise senior management of any new safety legislation or changes in existing legislation.
- Suggest suitable training for employees, posters, safety bulletins etc. to provide awareness of safety management, accident prevention and hazards to health.
- Carry out pre-arranged site inspections.
- Recommend ways to senior management to improve working conditions.

- Investigate notifiable accidents or dangerous occurrences, and submit to the company a written confidential report.
- Report details of RIDDOR related incidents or accidents to the HSE.
- Provide an interpretation of safety legislation, so that the management fully understands the actions required in order to meet the legislation.
- Assist, where required, with the initial implementation of the changes required by amendments to safety legislation.
- Analyse site inspection reports and concentrate on weaknesses that may become evident from such reports.
- Arrange and supply information and material for and attend SHEQ Committee meetings.
- Ensure all employees have access to the Health & Safety Policy.
- Ensure workstation assessments are regularly carried out for display screen users and provide regular training.
- To actively promote and continuously develop positive Health & Safety practice.

The Group Finance Director;

- Ensure that company offices are safe and secure, and are appropriate work environments. They must be kept in a clean and tidy state, with no overcrowding, and a working temperature of at least 16°C as defined by the regulations. That lighting must be adequate, and there has to be a safe means of access and egress to the building at all times, as well as suitable toilet facilities provided.
- Fire drills are to be carried out periodically, and fire-fighting equipment is to be provided and maintained. A fully equipped first-aid box is to be located in an accessible position, together with a list of telephone numbers in respect of any emergency services and doctors. First aid persons holding a current first-aider certificate will be appointed, sufficient for the environment & to ensure cover during holiday periods.
- Ensure that all office electrical equipment is Portable Appliance Tested.
- Ensure that all relevant Company insurance policies are maintained, and at appropriate levels of cover.

Surveyors and Estimators;

- To have an understanding of the requirements of the Health and Safety at Work Act and other applicable regulations, and to ensure that the proper consideration is given to the legislation in every respect of the work to be undertaken and in progress.
- To ensure sub-contractors being considered and proposed to work for Jarvis Contracting Limited are competent, experienced and resourced to carry it out.
- When on –site, must wear the required Personal Protective Equipment, and comply with site safety rules.
- Ensure all supporting documentation such as Risk Assessments and Method Statements are received prior to work commencing on site, so they can be reviewed and approved.

Contracts Managers;

- Understand the Company's Health & Safety Policy, appreciate the responsibility allocated to each grade, and monitor performance
- Assess the requirements to meet fully the CDM and COSHH Regulations;
 - Manual handling and all other regulations affecting the works, which will include assessment of the competence of companies and individuals to execute the work allocated to them.
- Make an assessment of risks involved in the project in respect of Health & Safety.
- Establish a safe system of work. These will include:
 - Provisions for adequate lighting, and
 - Facilities for welfare, sanitation and first aid
 - Basic fire precautions and escape routes
- Review, comment and approve Subcontractor RAMS prior to commencement and throughout the project, and update the RAMS Review Log – SHE-HS-FM-083 and Method Statement Review Form – SHE-MS-002

Project Managers, Site Managers and Supervisors;

- Have an understanding of the requirements of the Health and Safety at Work Act, and other applicable regulations to ensure that the proper consideration is given to the legislation in every respect of the work to be undertaken and in progress.
- Organise sites so that work is carried out to required standards, with the minimum risk to persons, equipment and materials to co-operate with the Contracts Manager.
- Make an assessment of the regulations to meet fully the CDM and COSHH Regulations – Manual handling and all other regulations affecting the works, which will include assessments of the competence of companies and individuals to execute the work allocated to them.
- Make an assessment of risks involved in the project in respect of health & safety.
- Ensure that all personnel are inducted prior to commencing work on site.
- Ensure that all persons employed on site, including subcontractors, are aware of the site rules applying to the contract on which they are working.
- Plan and maintain a tidy site, and provide safe access and egress to all areas of work and accommodation.
- Arrange delivery and stacking of materials to avoid unnecessary risk.
- Position plant effectively, and ensure that a 110-volt electrical supply and other services are correctly installed and maintained, to avoid risks to persons and equipment.
- Check that all machinery and plant, including power tools are maintained in good condition and conform to legal requirements. Any defective equipment etc. is immediately taken out of use and sent for repair. Also check that all operators of machines and power tools are competent in their use, and are in possession of all the necessary certifications.
- Ensure that the required facilities and accommodation on site are adequate and properly maintained.
- Check that the first aid boxes are located for easy access and regularly maintained, and that they hold the full complement of equipment, together with a notice of where to obtain medical help in the event of a serious injury.
- Ensure the proper care of any casualty.
- Maintain and update the Construction Phase Plan.
- Ensure that safe working methods are employed and that they do not require or allow persons to take unnecessary risks, particularly apprentices, trainees and new starters.
- Supervise the work of all subcontractors, ensuring they adhere to a method statement as required by the Construction Phase Plan.
- Discipline those who fail to consider their own health & safety, and that of others who may be affected.
- Accompany and co-operate with HSE Inspector and safety consultants on site visits, and act promptly on their recommendation.
- Report all accidents dangerous occurrences and near-miss incidents to the CEO, Directors, SHE Manager and Contracts Manager, and act on their recommendation.
- Ensure that site fire precautions and procedures are maintained in accordance with the Site Fire Plan.
- Ensure that statutory notices are displayed, and that statutory registers are kept up to date.
- Stop all work in any area where it is unsafe for any person to work, and ensure the necessary remedial action has been undertaken to safeguard those at risk, before allowing work to resume.
- Induct all operatives through the Jarvis Induction Video, and outline and site-specific safety measures identified in the Site Safety Rules.
- Consult with Safety Representatives on health & safety matters, as required.
- When recruiting new employees, ensure as far as possible that they are fit for their duties.
- Ensure that all new employees receive a copy of the Health & Safety Policy, and that safety regulations are properly explained to them.
- Ensure that head protection, safety footwear and hi-vis vests/jackets are worn at all times.
- Ensure safety masks, ear and eye protectors and protective clothing are available and are used when required.
- Make arrangements with subcontractors and others on site, to avoid confusion about areas of responsibility.

- Ensure that subcontractors are advised of our Health & Policy and procedures before work commences, and that all workers comply with these requirements using safe methods – i.e., equipment and materials.
- Ensure that all persons on site are aware of the Health & Safety Policy and comply with it, disciplining anyone failing to do so.
- Set a good example at all times by wearing the appropriate protective clothing, and using such safe means of access and egress as provided whenever visiting site.
- Ensure visitors are signed in and out, given an induction, and provided with all appropriate safety equipment.
- Ensure all supporting documentation such as Risk Assessments and Method Statements are received prior to work commencing on site, so they can be reviewed and approved.
- Review, comment and approve Subcontractor RAMS prior to commencement and throughout the project, and update the RAMS Review Log – SHE-HS-FM-083 and Method Statement Review Form – SHE-MS-002.
- Deliver a minimum of two Tool Box Talks on Health & Safety topics a month.
- Where there is Defibrillation Equipment on site, this must be kept in a secure but accessible location, and clearly displayed both within the site and on the site boundary.

Plant and Transport Manager;

- Ensure that all plant and equipment is maintained in good order, and adequate records are kept of tests.
- Ensure that all plant and equipment is thoroughly checked before issue and relevant instructions accompany equipment when necessary.
- Ensure that regular maintenance and testing is carried out on all equipment, including electrical equipment.
- Ensure all equipment hired from an independent company is supplied with full operating instructions and maintenance records.
- The Plant and Transport operatives are trained and competent in securing safe loads.
- Ensure that all vehicles are compliant and any service or maintenance issues are rectified.
- Ensure that the plant & transport workshop is maintained.
- Monitor all relevant tracker information, and take any action where necessary.
- Ensure all electrical equipment that is issued has been Portable Appliance Tested (PAT) prior to leaving the department.
- Ensure all suppliers are vetted, and where required, a Company Competency Questionnaire has been completed and approved.
- Ensure facilities are maintained in a tidy and safe manner, and that firefighting and emergency equipment is maintained

All Employees and Other Persons on Company Sites;

- It is the duty of each employee to present themselves for work wearing suitable and safe clothing for the tasks envisaged, and to be aware of the site rules applying to the contract on which they are working.
- Take reasonable care for their own health & safety, and that of others who may be affected by their activities.
- Co-operate with the employers to enable them to comply with the health & safety duties.
- Carry out work as instructed, using the correct tools and equipment for the tasks, including safety equipment and protective clothing.
- Ensure that head protection, protective footwear and hi-vis vests/jackets are worn at all times, and must be maintained in good condition.
- Alert employees or visitors of known hazards, and report this to the Site Manager.
- Keep their work area clean and tidy, to reduce the risk from trips, slips and falls.
- Have all injuries, however slight, properly attended to and recorded in the accident book.
- Report all accidents, incidents, dangerous occurrences, and near misses to their supervisors as per our Incident Reporting Procedure
- Take care of their personal hygiene.
- Comply with the requirements of the Workplace Safety Rules.
- Report to management any hazards, defects in plant and equipment on site, and record this in the site diary and consider and put forward suggestions for improvement.

- Avoid intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety and welfare.
- Only employees and operatives that have received an induction from the Site Manager may enter the site premises. Any vehicle passengers other than those related to contract works are prohibited from entering Jarvis sites, unless with specific authorisation in advance of their visit.

Aftercare Operatives;

- Present themselves for work wearing suitable and safe clothing for the tasks envisaged
- Take reasonable care of their own health & safety and that of others who may be affected by their activities.
- Follow all arranged procedures to ensure work is planned and carried out safely and without risk to health.
- Assess each task before commencing to identify the necessary equipment and tools for the task, including safety equipment and protective clothing.
- Ensure that any identified safety equipment is suitable and maintained in good condition.
- Warn new employees and others in the vicinity of your work of known hazards.
- As far as possible, keep their work area clean and tidy free from trips, slips and falls.
- Have all injuries, however slight, properly attended to and recorded in the accident book.
- Report all accidents, incidents and dangerous occurrences to their supervisors.
- Take care of their personal hygiene.
- Comply with any safety rules for the place of work.
- Report to the management any hazards on site or defects in plant and equipment and record it in the Inspection Register – Aftercare Operative Plant & Work Equipment (SHE-AFT-FM-004)
- Avoid intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare.
- Not commence work if they believe there is a significant risk to themselves or others. If necessary, contact the Site Manager, Construction Aftercare Manager or the client as appropriate and, if necessary, review the work to reduce all risks.

Designers:

- Make sure the client is aware of their duties under the CDM 2015, before starting any design works.
- Plan, manage and monitor health and safety in the pre-construction & construction phases, including; identifying, eliminating or controlling foreseeable risks; and ensuring designers carry out their duties.
- Take account of any pre-construction information provided by the client (and principal designer, if one is involved).
- Ensure all designs are compatible and ensure health & safety, both during the project and beyond.

Biological Hazards

If required by external guidance, we operate a specific set of control measures, RAMS and procedures to deal with biological hazards, minimising their impact to our operations. Specific guidance will be issued if required.

Discipline

Employees found to be in violation of our Health & Safety Policy are likely to be subject to disciplinary actions, as per our Disciplinary Policy – JGL-PL-003

The extent of the disciplinary actions will be based on two separate types of violations, performance & conduct. If you behave inappropriately, deliberately or if your performance is considered as poor or not at the required level, you may face disciplinary action.

Any resulting action will be recorded on the company's personnel records and valid for a stated period, and could potentially be considered in other consequential actions, including revision of position and grade, a performance improvement plan or potentially review of benefits including



decisions about your employment status, incentive/bonus payments, redundancy selection, and future progression for a period of 12 months:

Warning name	What it could be given for	How long is it live?
First Stage Warning	Minor poor performance or misconduct issues.	12 months
Second Stage Warning	This could follow a First Stage Warning, or be where poor performance or misconduct is a bit more serious.	12 months
Final Stage Warning	This could follow a Second Stage Warning or be where poor performance or misconduct is very serious.	12 months
Dismissal	This could follow a Final Stage Warning or be where poor performance or misconduct is so serious (gross misconduct) that we can't keep you in the business.	

Depending on the severity of the violation, we hold the right to terminate the employment of any employee immediately, without regard for our disciplinary policy.

Section E - Arrangements for Health & Safety

Safe Place of Work

- A safe means of access and egress will be provided and maintained to all work areas.
- Walkways, gangways, staircases and roads will be clearly marked as appropriate, and protected where required, including fire exits.
- Adequate arrangements will be undertaken to ensure all workplace, storage areas and offices are kept clean and tidy.
- When deemed appropriate by the project team, designated safe zones will be created. This will include, but is not limited to the following; use of mobile devices, limited PPE requirements. If in place, this will be covered within the Site-Specific Induction.

Working in Occupied Premises

- All maintenance work will be assessed by the operative. The on-site Risk Assessment (SHE-AFT-FM-002) and Task Form (SHE-AFT-FM-003) are to be completed prior to commencement, to identify any potential risks, and ensure all supporting documentation is in place.
- If at any time the current equipment is not available, or the works cannot be undertaken without significant risk to the operative or others, the work should not be attempted until the task has been reviewed by the supervisor.

Construction Phase Plan

- The construction phase of any project will not commence until a Construction Phase Plan has been accepted.
- All Construction Phase Plans will contain details of the project teams, their duties and responsibilities, a general description of the construction work, the time within which it is intended to complete the project, assessment of risk to the health & safety of any person carrying out the construction work. Also, the arrangement for compliance with the relevant statutory legislation, welfare provision, emergency procedures and for the taking of advice on matters relating to health & safety from persons on site.

Safety Information

- A Jarvis Health & Safety sign & Project Information sign will be positioned at the entrance to each project.
- Additional safety information will be displayed in a prominent position for all persons to refer to.
- The Company has a library of health & safety information, and will offer advice as and when requested.
- The Operations Director will advise all managers of changes in statutory legislation, guidance notes, codes of practice and of any advice received from technical institutions,
- Manufacturers and suppliers will issue relevant safety information.

Welfare and First Aid Facilities

- Adequate welfare and first aid facilities and equipment will be provided and maintained at the workplace by the Project Manager/Site Manager.
- Suitable persons will be trained to administer first aid treatment.
- All persons on site will be informed as to the first aid and welfare facilities provided during their induction training.
- All accidents will be recorded on the forms within the accident book, and each form to be sent to the SHE Manager within 5 days. This information is to be kept secure to protect personal data.

Emergency Procedures

- Emergency procedures in the event of an accident, fire or any other emergency will be detailed in the Construction Phase Plan, and conveyed to all persons during their induction training.
- Such procedures will include the effective measures to be taken to ensure all affected persons are familiar with the procedures.
- Details of emergency procedures will be displayed in prominent positions at the workplace.

Training

- All managers and supervisors must ensure that employees under their supervision are experienced and trained to carry out their duties allocated to them.
- All new employees will receive induction training by their immediate manager or supervisor. In addition, they will also receive familiarisation training regarding their work and any other risk related activity at the workplace.
- Refresher training will be given to employees on a needs or periodical programme basis.

Monitoring

- The Site Manager will carry out daily inspections of all operations of work, and will act upon any breach of health & safety regulations.
- Our SHE Manager will carry out inspections of all site operations of work, give guidance and advice on all matters relating to health, safety and welfare, which will be confirmed on a Site Inspection Report Form.
- The SHE Manager will monitor all reports, and analyse all reported non-conformances to assess developing trends and recommend remedial action.

Fire

- A Fire Plan will be drawn up and implemented for all site operations of work. The plan will include the procedure for raising the fire alarm, the use of firefighting equipment, means of escape, names of fire marshals and fire drill requirement.
- Adequate precautions will be taken to ensure suitable and appropriate firefighting equipment is provided and maintained at the workplace.
- All hot work will be carried out in accordance with the requirements of a Hot Work Permit – SHE-HS-FM-048 (Daily)/SHE-HS-FM-049 (Weekly)
- Emergency evacuation signage will be displayed in prominent positions at the workplace.
- Details of the Fire Plan will be given to all new employees during their induction training.

Security and Authorised Persons

- All site operations of work will be securely fenced with warning and information signs displayed in prominent positions.
- Only authorised persons will be allowed on site.
- Site perimeter fencing will be protected and illuminated as and where necessary.

Employment of Young Persons

- A person under the age of 18 is considered to be a young person. Risk Assessments must be undertaken when employing a young person. This should be in accordance with our Young Persons procedure – SHE-PR-HS-025

Visitors

- All visitors, who are not undertaking any work, will receive a Visitor's Health & Safety Induction upon entering one of our sites. Personal Protective Equipment will be issued to them if required. They will be accompanied by the Site Manager at all times.

Communications

- Communication will be developed between the employee, project team, contractors, clients, manufacturers and suppliers to ensure safe systems of work are employed and maintained.
- Construction Phase Plans will detail the communication procedure for all projects.
- A copy of the Company Health & Safety Policy will be displayed at every place of work.
- SHEQ Committee Meetings will be held, minuted and the minutes will be communicated to all employees.
- Tool Box Talks will be held in order to provide guidance and warning of any safety risks that may exist on the construction sites.
- Focus Posters & Safety Alerts will be issued depending on identified trends or risks associated with Seasonal Working.

Machinery, Plant and Equipment

- All machinery, plant and equipment must comply to the requirements of statutory legislation and must be suitable for the task of work also it must be inspected, serviced and maintained as necessary, all of which will be correctly documented.
- Operators of machinery, plant and equipment must be trained.
- Where necessary, arrangements for training will be made.
- Certificates of operative's competency and training will be retained in the site safety file.
- All persons responsible for supervising the use of machinery, plant and equipment must ensure it is used correctly and without risk to the operative and other persons.

Records

- Registers will be kept on every site to enable the company to comply with the relevant statutory regulations and company safety procedures.
- Site Managers will be responsible to ensure all statutory inspections are recorded in the registers as and when required.
- All registers will be returned to Head Office where they will be retained for a statutory period after the completion of site work.

Subcontractors

- All Subcontractors are required to complete our Subcontractor Competency Questionnaire. If deemed competent, they will remain approved for 3 years.
- A SHEQ Declaration is required for each project they work on to provide updated information on their SHEQ statistics and policy.

Design and Build

- Designers appointed will be selected from our Supply Chain database. All designers are required to complete and satisfy our Consultant Competency Questionnaire prior to being added to our database.
- Potential hazards that cannot be designed out or eliminated will be assessed in the form of a design risk assessment to enable safe systems of work to be developed.

Public Protection

The protection of the public and surrounding communities to our works will always be our priority. Consideration must be given to how the public will interact with our sites and to maintain their safety at all times.

Monitoring of the Policy

The SHE Manager or approved person will review the policy annually, or as required by changes to legislation, to ensure its continued effectiveness and suitability for our operations.

SHEQ Committee

A committee meeting will be held every month. Each member of the committee will support in the fulfilment of their health & safety responsibilities, and will be responsible for the implementation of the health and safety management systems in their areas of responsibility, fulfilling the requirements of our overall health & safety management systems.

A non-managerial employee will attend the meeting each month to ensure the importance of Health & Safety is communicated throughout the business.

Issues to be considered include:

- Risk assessments (both general and specific);
- Site safety;
- Monitor legislation, review compliance and improve systems as appropriate;
- Ensure RIDDOR compliance and investigate accidents;
- Testing equipment and emergency procedures;
- Identify employee training needs;
- Disciplinary matters and maintain necessary documentation and records and review these on a regular basis;

Health & Safety Policy



- Staff Wellbeing
- Actively engage and consult with Jarvis personnel to modify practice as appropriate.
- Continuous improvement and development of H&S working practices.

Summary

The foregoing policy is aimed at ensuring the safe working practices to protect the Health, Safety & Wellbeing of all personnel associated with our operations, this requires the commitment and adherence by all parties to ensure this policy is followed and enforced at all times.