

INTRODUCTION

These arrangements set out information on Jones King Partnership Ltd (The Company) in respect of any employee, self-employed person and contractor under our control whose health and safety may be affected by our work activities. Its intention is to assist in protecting all staff whilst at work and to assist the Company in fulfilling its legal and moral obligations.

It also assists in ensuring that all Clients and other persons who may come into contact with this Company or its premises or its activities (whether or not work-related) are not adversely affected with regard to their health and safety.

Provided that the provisions and precautions are adhered to, all persons will normally be able to work safely and without undue risk to their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to health and safety at work.

A copy of these arrangements will be available at each place of work. Personal copies may be obtained on request from the Director having particular responsibility for Health, Safety and Welfare.

INDUCTION FOR H & S BEFORE UNDERTAKING WORK

All new employees are given induction on the Partnership's Health and Safety Procedures and receive a copy of the Partnership's Handbook for their own retention. A follow up meeting is then arranged within the first month on a one to one basis to ensure that the Policy and Procedures are fully understood and complied with before undertaking any detailed or significant design work.

HEALTH & SAFETY ORGANISATION AND TRAINING

All Directors and staff are kept up to date on Health & Safety matters via circulation of technical documentation which is either received via membership of professional bodies who circulate the current information and case studies, or from regular seminars attended by Cliff Shoebridge, the Director responsible for health and safety of the company's staff. The Partnership endeavours to send all technical members of staff on an annual training course so that they keep up to date on H&S matters and these are usually undertaken by the Partnership's external Advisor.

Definitions

In these arrangements the expression "at work" means whenever and wherever work takes place and may include travel for work (for instance travels between premises, sites, to and from meetings etc).

The term "legal obligations" refers to the statutory duties laid down principally in The Health & Safety at Work etc Act 1974, but also in supporting legislation brought under the act from time to time.

HEALTH and SAFETY STATEMENT

The Company will take all reasonable measures to ensure that those persons referred to above are made aware of the arrangements, the possible effects upon their personal health and safety and the possible consequences in the event of any breach of these arrangements

The Company recognises its obligations under Section 2(1) of The Health and Safety at Work etc Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or these arrangements.

All employees of the Company shall at all times exercise diligence in ensuring that these arrangements are adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere.

The Company will undertake, as far as is reasonably practicable, the following:

The provision and maintenance of equipment and systems of work which are safe and without risks to health.

Arrangements for ensuring safety and absence of risks to health in connection with the supply, use, handling, storage and transporting of articles and substances.

The maintenance of premises and places of work which are safe and without risks to health and safe access to and egress from such places.

The provision and maintenance of a working environment for employees without risks to health and adequate as regard facilities and arrangements for their welfare at work.

Adequate arrangements to ensure those employees or their representatives are given every facility for consulting with management in promoting and developing measures to ensure the health and safety at work of all employees.

Systems and procedures which will ensure that all activities are executed at all times in such a manner that persons not in our employment who may be affected by such activities are not exposed to risks to their health and safety.

SUPPORTING DOCUMENTATION

Additional information has been prepared in order to assist in adhering to these arrangements. Reference should therefore be made to the following groups of documents.

Documents directly associated with these arrangements

These comprise the allocation of health and safety responsibilities within the Company and the general arrangements for implementation.

Safe Systems of Work

These comprise the rules and conditions for carrying out specified activities.

Health and Safety Information

Information about matters such as working conditions, manual handling techniques, risk assessment, first aid procedures etc.

Other Policies

In addition to these general arrangements on health and safety, the company has prepared the following policies relating to specific health and safety related topics:

- Fire Risk Assessment
- Smoking Policy
- Alcohol and Drug Abuse
- Company Vehicle Use

- Accident and Incident Reporting, Recording and First Aid
- Security
- Environmental Statement
- Forms and Miscellaneous Items

Standard forms are used for various aspects of health and safety management. These include such items as risk assessments (both generic and specific), display screen and equipment checklists, safety audit checklists, employee handbooks etc.

Health and Safety Protective Equipment provided to staff

The Company provides every employee with the following equipment when they visit site:

Reinforced "toe protected" boots.
Fluorescent protective over-jacket.
Safety "hard-hat" helmet.
Safety Gloves
Eye protection goggles.

The H&S Manager of the Company is responsible for keeping up to date in the requirements of protecting the employees when visiting construction sites and for ensuring the equipment provided is not redundant or passed its expired date for use.

Every member of staff visiting site is required on arrival to report to the Contractor's Site Manager and sign in. Any site specific H&S requirements shall then be fully complied with and the visitor is not allowed to inspect any works until they have completed the Site Induction Procedure and been accepted as satisfactory for undertaking a site inspection.

First Aid Provision for staff

As an office based company the Partnership maintains an 'Accident Record Book' and follows the procedures set out therein to satisfy Social Security Regulations. Any accident is investigated by a Director. No RIDDOR events have occurred to date.

All staff visiting construction sites shall take part in the contractor's induction procedures and follow the required Health and Safety procedures relating to the site specific first aid arrangements.

Emergency Procedures

The office Staff Handbook sets out the procedures to be adhered to in the event of an emergency within the office.

The Company has appointed a full time Fire Marshall who is required to carry out annual Fire and Emergency Risk Assessments and undertake the necessary procedures in the event of a fire or other risk.

The Fire Marshall reports to the H&S Director who is then, if relevant, responsible for reporting and/or investigating accidents and dangerous occurrences within the Company together with the appropriate local Fire and Emergency Rescue Services.

HEALTH & SAFETY ORGANISATION

The Company employs an external independent consultant to act as the Competent Person and also make use of recognised H&S training programs for key members of the technical staff. These are currently provided by Joyce Legal (National Training Program) and Capita Symonds (National Training Program).

In-house seminars are held with all technical and appropriate staff to disseminate key information.

All technical staff participates in the current and appropriate Construction Skills Health and Safety Test for the professionally qualified person.

All other aspects of health and safety are managed within the Partnership by the Director responsible, Cliff Shoebridge.

Signed *Cliff Shoebridge*

Date September 2017

Position: **Director**