



James & Son Ltd

James and Son Limited

Company Policy For

Health, Safety and Welfare

(January 2023)

Signed  (Director)

Date 04 / 01 / 23

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James & Son Ltd

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken to avoid risk to its employees or others who may be affected.

Management and supervisory staff have the responsibility for implementing this Policy throughout the Company and must ensure that health and safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and sub-contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The company is committed to continual improvement and raising standards through monitoring and reviewing the company's health and safety performance.

The operation of this Policy will be monitored by the management and staff of the Company. To assist them in this respect, the Company has appointed a Safety Supervisor to visit sites and workplaces and to give advice on the requirements of the relevant statutory provisions and safety matters generally.

The Safety Supervisor is Safety Services UK Ltd.

This safety policy has been revised to take into account the new arrangements the Company is taking regarding the supply of protective equipment.

Health Policy

This Statement of Company Policy will be displayed prominently in the Company Office in our Workshops and on those sites where we have our own office. All Directors and Supervisors will have a copy. Copies are available for all operatives.

The organisation and arrangements for implementing the Policy will also be available at each site and workplace for reference by any employee as required.



ASSESSMENTS

Risk Assessments must be carried out on all new sites before we start work. Copies of the Assessments will be held at Head Office and a copy in the site safety file.

COSHH Assessments have been carried out on all materials which the Company normally uses. A copy of these assessments is carried by each Director supervising work, as well as being available in our Head Office and on sites where we have an office. If we use any non-standard materials, then assessments must be carried out on these materials before we start work.

INDUCTION COURSES

The Risk Assessor must decide if operatives who have passed the Industry Safety Induction course or operatives who have relevant experience need to have another induction course due to the complexities of the job. All operatives who have not passed the Industry Safety Induction course or who do not have relevant experience must have an induction course before they work on site.

PROTECTIVE CLOTHING INCLUDING HEAD, EYES AND EARS PROTECTION

Safety Helmets

The company will supply one safety helmet per year to each site staff member and operative. If the helmet is damaged during the course of work the company will supply a new one. If the helmet is lost or damaged through negligence the company reserves the right to charge for a new one.



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Eye Protection

The company will supply one pair of safety glasses and one pair of safety goggles to each site staff member and operative. If either are damaged the company will supply new pairs. If either are lost or damaged through negligence the company reserves the right to charge for new.

The company is prepared to supply one pair of prescription safety glasses to employees who regularly use spectacles at work. Persons in this category should discuss their needs with their supervising Director or Manager. We will make arrangements for those concerned to have an eye test and be supplied with prescription safety glasses.

Ear-Plugs

The company will supply three pairs of ear-plugs to each site staff member and operative. Further supplies will be made available as necessary. Please ask your supervising Director or Manager and allow sufficient time for the items to be delivered.

Safety Boots

The company will supply one pair of safety boots to each site staff member and each operative per year or they will allow the sum of £20.00 against the purchase of a pair of safety boots, if the individual decides to select and purchase the boots himself. The company will need to have a copy of the receipt.

Dust Masks

The company will supply adequate dust masks to each site staff member and operative. Further supplies will be made available as necessary. Please ask your supervising Director or Manager and allow sufficient time for the items to be delivered.

Hi Vis Vests

These will be supplied on each contract with the relevant naming on the back.



Gloves

Appropriate gloves will continue to be supplied on an as required basis.

Dress Code

All site staff members and operatives must present themselves in a satisfactory manner for working on a building site, in the workshop, in existing buildings, etc, i.e.: suitable clothing for manual work, protective hats, boots, gloves, ear-plugs, goggles or safety glasses as appropriate, and overalls/polo shirts. Supervising staff must wear appropriate clothing and protective hats, boots, gloves, ear-plugs as appropriate.

We suggest that it is good practice to always use eye protection whilst carrying out manual work on site or in the workshop. We suggest that goggles provide the best protection but as they tend to steam up it may be more practical to use safety glasses. We are supplying both so people can choose what is best in the circumstances.

SCAFFOLDING

The company wishes to ensure that all scaffolds on which we operate are safe.

Permanent Scaffolds

If the permanent scaffold is supplied by James and Son Limited, we will ensure that the green/red colour tag system is used to indicate that the scaffold is ready or not ready for use.

If the scaffolds are supplied by the main contractor or others we will request that the green/red colour the system is used or in the absence of such a code we will need to know what system to indicate the readiness of the scaffold is being used, and this information must be passed to



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those who will use the scaffold. Employees who are not given the information so they cannot establish whether the scaffold is safe or not must not use the scaffold until they have received confirmation from their supervisor or from a person in authority in the Main Contractor's organisation that it is safe.

If the employee has any doubts about the scaffold he must discuss his concerns with his Director or Supervisor before going on to the scaffold.

Temporary Scaffolding (Towers)

Normally scaffold towers are erected by the persons who will use them. Those erecting scaffold towers must have received the appropriate training and be certified to carry out this work.

Other Lifting Devices

All persons using these devices must be properly trained and certified in their use, and the devices must be properly maintained and certified.

Self Employed Operatives and Operatives employed by Subcontractors

All self-employed operatives and operatives employed by subcontractors must be provided with safety hats, gloves, boots and ear-muffs by their employers (or in the case of self employed men by themselves). The same conditions in regard to scaffolding and general safety will apply to these operatives as applies to directly employed operatives.



EDUCATION

The pattern of education in safety matters will continue with supervisory staff attending safety courses from time-to-time, operatives attending abrasive wheels courses, tower scaffold courses, and the like. "Tool box" talks will be held as appropriate. Records of these events must be kept.

VISITS BY OUR SAFETY ADVISERS

Safety Services UK Ltd will continue their regular visits to site and they will continue to provide reports for consideration at site and Head Office level. The reports that arrive at Head Office must be seen by a Director and signed. If there are serious problems then a formal meeting must be arranged to discuss the matter and conclusions reached, which must be minuted.

INVESTIGATION OF ACCIDENTS

If accidents are required to be investigated, Safety Services UK Ltd will be asked to carry out this task.

COMMUNICATIONS

If any Director, supervisor or operative encounters serious safety problems on site the matter must be brought to the attention of his Director, who must in turn bring it to the attention of the Managing Director. It is essential that Directors know of all problems as quickly as possible. If a supervisor is not available, then operatives should immediately ring Head Office regarding any safety problem. If in the view of the operative a dangerous situation exists then they must stop work until the situation is properly investigated.



James & Son Ltd

Staff Job Roles

JAMES RIDPATH- Director

- Day to Day running of the business
- Liaise with clients
- Regularly assesses quality and compliance of the company's operations.
- Has overall responsibility to all health, safety and environmental issues on site
- Liaise with Safety Services UK Ltd to ensure James and Son is working in a safe and satisfactory manner.
- Controls the estimating and tendering side of the business, including follow up calls once tenders have been submitted.
- Complete valuations for current projects every month and submit final accounts on completion.
- Produce O+M Manuals for finished projects.
- Carry out and complete method statements, risk assessments for new and ongoing projects.
- Audit the companies' quality control and implement our ISO9001 manual.



James & Son Ltd

PAUL GITTINS- Project Manager

- To successfully manage all elements of our works on any given site either single handily or as part of a team.
- Must be diverse and able to manage single or multiple projects in and around London.
- Ensure high standards are up held at all times resulting in a high-quality project completed on time, within budget and implemented within the required health and safety standards.
- Attend regular progress meetings, produce minutes and update programmes as required.
- Complete and issue detailed weekly project reports, making sure all record keeping is thorough, regular and accurate including marked up drawings and photographs.
- Maintain and keep operatives attendance records and book in operatives wages with the office each week.
- To review drawings, specifications and assist with overview and development of details, to ensure works delivered are to the highest quality and in line with the architects specification.
- To ensure all works are built exactly to manufacturers guidelines.
- To produce site specific logistic plans, method statements, risk assessments and COSHH assessments.
- Ensure adequate resources are on site to achieve project programmes.
- Allocate work and evaluate operatives against objectives, ensuring that no task is beyond their capabilities.
- Carry out daily task briefings with all operatives on site before they commence works.
- Plan, manage and place orders for all materials and plant required on site in order to complete the works to project programmes.
- Liaise on a day-to-day basis with clients and/or their representatives to resolve immediate issues, ensuring their needs are achieved and maintaining a professional approach.
- Document control including the use of external online document systems dependant on the clients requirements.



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BARRY TAYLOR - Project Manager

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OLGA McCann- Office Manager

- General office activities such as answering phone, typing, filing etc.
- Carrying out the Weekly payroll.
- Record the environmental performance of the company.
- Check and chase payments from clients.
- Monthly Tax returns

DELLA BARNES - Office Administration

- General office activities such as answering phone, typing, filing etc.
- Inspect and pay invoices to suppliers.
- Open, log and distribute post
- Control stock of office stationary/paper/ink cartridges etc.
- Update quotation book.

CONCLUSION

We wish our work to be carried out without any serious accidents and the minimum of small incidents, such as cuts and bruises.

- 1) Safety will continue to have a high profile at top management level.
- 2) Everyone, whatever their job, must be safety-conscious.
- 3) The correct P.P.E. must be worn at all times.
- 4) The right tools for the job, properly serviced, must always be used.
- 5) All incidents must be properly investigated and lessons must be learned.

- James and son are committed to continual improvement in all aspects of health and safety
- 6)