

HEALTH AND SAFETY POLICY

1. Health and Safety Policy Amendment Sheet

Version	Date	Significant Amendments
1	December 2013	Accident reporting section updated to reflect new legislative requirements of 2013 RIDDOR Regulations (simplified definitions of reportable incidents)
2	January 2015	Review of H & S Policy – no changes
3	August 2015	Change to section 22 to cover driver risk management
4	January 2016	Changes to sections 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 16, 17, 19, 20 to reflect changes in responsibilities for health and safety
5	March 2016	Addition of section 8 on the Misuse of drugs and alcohol
5	March 2017	Review of H & S Policy – no changes
6	April 2017	Added sections 13.1 on PAT testing and section 28 on Asbestos
7	Nov 2017	Inserted new section number 16. Noise Exposure; renumbered subsequent sections.

2. Health and Safety Policy Statement

It is the policy of JPR Environmental to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all our employees and to ensure that any work undertaken by the Company does not adversely affect the health and safety of others.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure that all employees are competent to do their tasks, and to ensure they have undertaken adequate training as required;
- to prevent accidents and cases of work related ill health;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals

Signed.



Date: 21/12/2018

John Robinthwaite, Company Director

Signed



Elizabeth Hillary, Company Director

Date: 21/12/2018

Review date: 21/12/2019

3. Responsibilities

The overall responsibility for health and safety at JPR Environmental is that of the Company Directors: Elizabeth Hillary and John Robinthwaite (referred to in this policy as **Directors**). This includes responsibility to ensure that JPR staff who undertake site management (Site Supervisors and Project Managers – referred to in this document collectively as **Site Supervisors**) undertake all relevant health and safety tasks on site.

The day-to-day responsibility for ensuring this policy is put into practice is that of John Robinthwaite.

When working on active construction sites, the site supervisor will get site specific health and safety advice and guidance from the principal contractor and incorporate it into our health and safety documentation.

To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Person	Responsibility
Elizabeth Hillary Company Director	<ul style="list-style-type: none"> • Updating policy • Maintaining records of risk assessments • Maintaining accident/injury records • Organising first aid training & maintaining training records • Maintaining first aid kits • Maintaining office equipment and ensuring all equipment is PAT tested • Carrying out regular inspections within the office environment and also ensuring fire risk assessment is up to date • Report any accident or incident to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Ensuring all employees have read and understood JPR's Health and Safety Policy
John Robinthwaite Operations Director	<ul style="list-style-type: none"> • Carrying out risk assessments on site and ensuring that the correct procedures are in place • Ensuring that all hired plant is safe and operators are competent to operate equipment • Ensuring all employees are properly trained • Ensuring all employees have access to first aid equipment • Investigating any accidents or incidents • Ensuring all employees can access assistance in case of emergency • Understand the application of the Health and Safety at Work etc Act 1974 and other legislation relevant to the Company's business • Discipline any employee failing to comply with the requirements of the policy • Carry out regular safety audits of sites • Liaise with the HSE and any other appropriate body in

	matters connected with health and safety duties and responsibilities
Project Managers/Site Supervisors	<p>Responsibilities on their projects:</p> <ul style="list-style-type: none"> • Carrying out risk assessments on site and ensuring that the correct procedures are in place • Checking risk assessments for tasks to be carried out by subcontractors or other site supervisors • Ensuring that all hired plant is safe and operators are competent to operate equipment • Ensuring site staff are appropriately trained for the tasks to be undertaken on the project • Ensuring site staff have access to first aid equipment • To manage, report and record any accidents or incidents that occur on site • To understand the application of the Health and Safety at Work etc Act 1974 and other legislation relevant to the Company's business • Ensuring site staff can access assistance in case of emergency • Carry out regular safety audits when on site • Manage tasks and workloads to minimise potential negative impacts on health and safety of workers on site

All employees must:

- Cooperate with supervisors and managers on health and safety matters
- Report all health and safety concerns to either Directors or Site Supervisors
- Make themselves familiar with and understand the Company's Health and Safety Policy and associated documentation
- Take all reasonable care for their own health and safety and for that of others who may be affected by their acts
- Follow safe working practices and obey safety rules at all times
- Not intentionally or recklessly interfere with, or misuse any equipment, materials or facilities provided in the interest of health, safety and welfare, or in fulfilment of any legal obligation by the Company
- Maintain a tidy working area, thereby not creating hazards to self and others
- Co-operate with either Directors or Site Supervisors on all aspects necessary to provide a healthy and safe working environment, including the participation in any training
- Examine all plant and equipment before use to ensure it is safe to use and report any defects
- Use any protective clothing and equipment required and to routinely check the condition of such equipment and to report any damaged or missing equipment to either Directors or Site Supervisors
- Report any accident, dangerous occurrence or hazardous condition to a Director or Site Supervisor and to co-operate in any resultant investigations
- Follow all site health and safety and fire procedures as applicable
- Only operate equipment which they have been trained to operate
- Ensure they are in a good state of health and have up to date vaccinations including for Tetanus etc.

4. Risk Assessment

Risk assessments will be undertaken by a Director or Site Supervisor and must be checked by a Director or Project Manager. Risk assessments will be carried out for each new project or for each new piece of work carried out as part of a project, or annually on projects that are spread over a number of years but where the tasks remain constant.

A Director or Site Supervisor will be responsible for ensuring that actions required to reduce the risks identified have been implemented prior to the works being undertaken.

JPR have a risk assessment template, which shows in more detail what areas are covered when carrying out a risk assessment.

5. Consultation with employees

The Directors undertake to consult with all employees on health and safety policy. This will take the form of:

- ensuring that all employees have a copy of the company's Health and Safety Policy
- asking all employees to add to the Health and Safety Policy as they see necessary
- asking all employees to contribute to the risk assessments for the sites they work on

When other companies, organisations and people are present, or undertaking work on the same site, or premises, there will at all times be a high degree of consultation between all parties involved in order to maintain a safe working environment and thereby ensure the health and safety of all. JPR will take the lead on Health and Safety on such projects where they are the Principal Contractor and fully engage in the process where sub contractors.

The Directors will undertake regular consultation with employees who are encouraged to raise health and safety matters at any time.

6. Safety Arrangements and Procedures

6.1. Accident Reporting Procedures

It is the responsibility of all employees to report all accidents and dangerous occurrences and work related ill health to a Director.

All accidents will be recorded both on an Accident/Near Miss Report Form by the Site Supervisor and then in the company Accident Book held at the office.

First aid boxes will be kept in the workshop and in each vehicle and maintained regularly.

The appointed first aider on each site will be the Site Supervisor or appointed by the Site Supervisor. The overall company first aider is John Robinthwaite.

Directors are responsible for investigating accidents, diseases and dangerous occurrences and for reporting these to the enforcing authority.

The reporting of certain accidents to the Health and Safety Executive (HSE) following an incident is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and failure to comply is a criminal offence. The

reports that are made allow the HSE to identify accident trends, and to take remedial action in the production of additional Health and Safety legislation, if it is felt that it is needed.

The following events must be reported by the employer to the HSE.

- Death of any person as a result of an accident at work.
- An accident to any person at work resulting in major injuries or serious conditions (see section 6.2)
- over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- Any one of the dangerous occurrences (see summary below)

Deaths or major injuries must be notified without delay, either by reporting online (<http://www.hse.gov.uk/riddor/report.htm>) or telephoning 0845 300 9923.

Other events must be reported online as soon as is practicable and, in any case, within 10 days (or 15 days for over-7-day injuries).

If there is any doubt as to whether an incident is reportable under RIDDOR, the company Health and Safety Advisers will be contacted for advice.

6.2. Specified injuries include:

- Any fracture of any bone, other than to the fingers, thumbs or toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any loss of consciousness caused by head injury or asphyxia

6.3. Reportable Dangerous Occurrences include:

- Collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting
- Electrical incidents causing fire or explosion
- Explosion or fire resulting in stoppage of work or plant for more than 24 hours
- Collapse or partial collapse of a substantial part of a scaffold over 5 metres in height or fall of any cradle, etc.
- Collapse of 5 tonnes or more of any building or structure, or any false work, or any wall or floor in any workplace
- Escape of any substance in a quantity sufficient to cause death, injury or damage to health

6.4. Reporting diseases

A disease must be reported to the HSE where a medical professional diagnoses it in a person doing a specified type of work. Reportable diseases include Leptospirosis. If an

employee is diagnosed with a disease which may be attributable to work, this must be reported to the authorities under RIDDOR.

6.4.1. Leptospirosis and the severe form of the infection, Weil's disease.

Patients should be identified and treated as soon as possible. Infection resembles a cold or influenza in the initial stages. The incubation period is from 4 to 10 days. Early symptoms are:

- fever, chills, muscular aches and pains, loss of appetite and nausea when lying down (these can all be mistaken for influenza or meningitis)
- later symptoms include bruising of the skin, anaemia, sore eyes, nosebleeds and jaundice. The fever lasts for approximately 5 days then a significant deterioration follows

Often, exposure to *leptospira* is combined with exposure to other waterborne organisms and symptoms of other infections may also exist.

Any employees who develop a fever after exposure to high-risk water will contact a GP explaining that they suspect *Leptospira* infection. In severe cases, employees will be taken to hospital for treatment with antibiotics.

The initial appearance of a fever is reliable and anyone experiencing a fever after exposure to high-risk water should assume they have contracted the infection until proved otherwise.

All JPR staff will be handed a leaflet on leptospirosis so that they have information on the disease and can be aware of possible symptoms.

6.4.2. Lyme disease, borrelia or borreliosis:

Lyme disease is transmitted by ticks infected with the *Borrelia burgdorferi* microorganism. It is possible that, when working in fields where livestock have been grazing, employees of JPR might be infected with Lyme disease.

Anyone displaying the symptoms will see a GP immediately:

- red spot around the tick bite
- red spots in other areas on the body where the tick has not bitten
- flu-type symptoms: drowsiness, headaches, mild fever, joint & muscle pain, swollen lymph glands

7. Health Surveillance

7.1. Working in water

Health surveillance is required for employees working in water where there is a danger of Leptospirosis. Health surveillance will be carried out by Directors and Site Supervisors looking for symptoms of leptospirosis. Records of any occurrence will be kept at the main office.

7.2. Vaccinations

Employees are encouraged to keep their vaccinations up to date and in particular, their tetanus vaccination. Although a useful measure, vaccination/inoculation is the last line of defence and does not guarantee that infection will not occur. A minority of people gain no protection as the vaccine does not trigger an immune response. Risks of infection will be identified in risk assessments and employees will be made aware of control measures such as covering open wounds, wearing PPE when working and hygiene practices before eating and drinking.

8. Misuse of drugs and alcohol

We are committed to providing a safe, healthy and secure environment for all those who may be affected by its operations and activities. We recognise the inherent risks associated with drug abuse, alcohol abuse and abuse or misuse of other substance e.g. solvents. All persons working for The Company must always be in a fit state to carry out their duties when at work. They must not possess, consume or be under the influence of alcohol or other impairing substances whilst at work. Anyone taking prescribed drugs must consult their Doctor on the risk of the drug affecting their fitness to work before reporting for duty. Where a risk is identified, they must report this to their supervisor before commencement of work and a risk assessment will be carried out. Anyone suspected of being impaired due to alcohol, substance abuse or taking of drugs, illegal or legal drugs, will be immediately removed from the workplace.

9. First Aid

All staff undertaking manual duties on site are trained in emergency first aid.

On site, the Site Supervisor acts as the principal first aider.

First aid kits – all vehicles and the office have first aid kits and these are checked and restocked regularly.

10. Hazardous Substances

During the course of operations all substances that may be hazardous to health are subject to a COSHH assessment which must be carried out by a Director or Site Supervisor. COSHH assessments which are not carried out by a Director will be approved by a Director. A Site Supervisor will ensure that all safety precautions identified in the COSHH assessment are implemented on site when the substance is being used.

COSHH assessments will be reviewed annually and safety data sheets will be updated as necessary.

11. Manual Handling

JPR staffs are instructed in the 6 steps to correct lifting as part of their induction (see below) and are reminded of this procedure regularly.

Six Steps to Correct Lifting:

1. Feet apart (shoulder width) one foot ahead of the other in the direction of the intended movement
2. Knees bent (not squat) - again most effective power from thigh muscles mid position the best
3. Back straight - not necessarily vertical (15-20 degrees) from vertical is all right. Centre of gravity over the load
4. Arms close to the body - nearer the centre of gravity
5. Hands palms grasp - roots of the fingers + palm of the hand
6. Head chin out and up – or there is the potential that shoulders hunch and the spine is curved which is not good for the back

Manual Handling assessments are carried out as necessary and as part of the overall risk assessments for specific activities.

12. Personal Protective Equipment (PPE)

PPE will be provided to all members of staff where risks cannot be controlled by any other means. All PPE will be identified within the relevant risk assessments. PPE will be adequately maintained and inspected as per legislative requirements.

A Site Supervisor will ensure that there are sufficient supplies of PPE on site to cover for any loss or damage to personal equipment or that may be required for specific tasks.

13. Safe Plant and Equipment

Directors are responsible for identifying all equipment and plant needing maintenance that is used on site. Directors may organise for another member of staff to undertake the maintenance and keep the maintenance records but will do regular checks to ensure that maintenance is being carried out to the agreed schedule and standards and that all record keeping is up to date. A Site Supervisor will ensure that pre-use checks are carried out prior to use each day.

Maintenance records will be kept in the Equipment Calibration and Servicing Schedule.

Any problems or issues with plant and equipment will be reported to the Site Supervisor if on site or to a Director if at the main office.

Directors are responsible for ensuring that any new plant and equipment meets health and safety standards before it is purchased.

13.1. Portable Appliance Testing (PAT)

All electrical equipment both in the office and workshops is PAT tested annually by a competent company that is on the Approved Suppliers Register. Companies used to carry out PAT tests will be qualified PAT testers.

14. Hired-in plant and equipment

The Site Supervisor will ensure that:

- Any plant and equipment that is hired-in is checked to ensure that it is fit for purpose – equipment must come with a current inspection record
- Any hired-in operator is competent to operate the equipment – copies of valid training certificates such as CPCS must be requested, copied and kept in the site file
- Hired-in operators are supervised
- Hired-in operators undergo the same site induction as JPR staff

15. Hand-arm vibration

Vibration levels are kept for all equipment: chainsaws, strimmers etc. A chart of the maximum exposure limits for all equipment is kept in the workshop. Staff are managed to ensure that they do not use any piece of equipment beyond the time limit within any 24 hour period.

All staff are given an HSE booklet on hand-arm vibration so that they can look out for the systems of health problems related to this area. Staff are provided with PPE to keep their hands warm whilst using equipment that causes vibration. Staff are advised to alternate work between using equipment such as chainsaws and clearing up when working together on site.

Staff are assessed for possible vibration injury on a regular basis when they complete their health monitoring.

JPR will look to purchase equipment with the lowest vibration levels available whilst still maintaining functionality.

16. Noise Exposure

Exposure to high levels of noise can cause both short and long-term hearing damage. The nature of our work means that exposure to noise is highly variable. Where we consider that noise levels are approaching or exceeding the Action Values (see below) then we will undertake a detailed assessment. We will seek to minimise noise at source rather than rely on hearing protection.

We also recognise that processes undertaken by sub-contractors may also involve exposure to elevated noise levels, so we will expect that their Risk Control measures address the issue of noise exposure.

Lower Exposure Action Values:

- A daily or weekly exposure level of **80dB(A)**
- A peak sound pressure level of **135dB(C)**

Upper Exposure Action Values:

- A daily or weekly exposure level of **85dB(A)**
- A peak sound pressure level of **137dB(C)**

Where an employee is exposed to noise levels that vary markedly through the day, then the weekly exposure level of **87dB(A)** will be used.

For sudden noises there is also a peak sound pressure level limit of **140dB(C)**

When it is not practicable to remove or control noise at source then personal protective equipment will be provided.

- At the **Lower Noise Exposure Action Level** hearing protection will be made available and employees will be encouraged to use it.
- At the **Upper Noise Exposure Action Level** hearing protection will be provided for all employees and visitors who will be expected to wear it. Visitors, contractors etc. who refuse to wear the required protection will be refused access to the designated areas.

17. Information, instruction and supervision

Health and safety law leaflets are issued by a Director and advice is available from a Director or Site Supervisor.

The supervision of trainees will be undertaken and monitored by a Director. When on site, trainees will be supervised by a Site Supervisor.

Directors are responsible for ensuring that JPR employees working at locations under the control of other employers are given relevant health and safety information.

Each employee will be given a leptospirosis and Lyme disease information card.

18. Competency for tasks and training

Inductions with new employees will be undertaken by a Director.

Induction on sites and with specific tools and equipment will be undertaken by a Director or Site Supervisor.

All employees will be required to have passed and have an up to date certificate and card for the Construction Skills Certification Scheme and will be required to carry these cards at all times when working on construction sites.

Directors will identify, arrange and monitor the training of employees through the Staff Development Review Process. Records of training and qualifications will be kept for each employee.

19. Monitoring

To ensure safe working practices are being followed, a Director will ensure that the following tasks are being carried out:

- 1) Check every 3 months that first aid boxes are properly stocked (staff to inform management if they notice that first aid stocks are running low)
- 2) Site Supervisors check for any signs of leptospirosis in employees working in water
- 3) Accidents are properly recorded within 24 hours of occurring where possible
- 4) A fire risk assessment of the office and workshop is undertaken each year and that any arising recommendations are actioned
- 5) Carry out periodic site inspections and ensure that any corrective actions required are implemented

Directors are responsible for investigating work-related causes of sickness absences and acting on investigation findings to prevent a recurrence.

All staff are encouraged to comment on health and safety issues within the company and time is given at the end of each project for the Site Supervisor to review any safety issues.

Regular Staff meetings focus on up and coming projects and the current performance of the company. They are also an opportunity for staff to bring up any concerns regarding health and safety including the purchasing of equipment and clothing. Staff can also request training. Any training issues are followed up with individual meetings with staff.

20. Emergency procedures on site:

The Site Supervisor will coordinate emergency procedures on site. These procedures will be communicated to all staff, tested where practicable and reviewed at regular intervals.

21. Fire and evacuation:

As the vast majority of JPR's work is undertaken outside, the fire risk assessment has been carried out only in the main office and workshop.

Directors are responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes in the main office will be checked on a weekly basis.

Fire extinguishers are maintained and checked by JPR Environmental's landlord: The Arboricultural Association (also located at the Malthouse) every 6 months.

The building has a fire alarm which is maintained regularly by the Arboricultural Association.

Emergency evacuation will be tested every 12 months.

22. Work on construction sites

A Site Supervisor will ensure that:

- staff have a site specific induction prior to commencement of work
- there is safe access to and from site which all staff are aware of and can use at any time (if there is no safe access, JPR will refuse to carry out work on such sites)
- project sites, are not made worse in terms of cleanliness due to actions by JPR staff
- staff have up to date certificates for the Construction Skills Certification Scheme and carry cards at all times when working on site

23. Construction Phase Health & Safety Plan

If the project falls under CDM Regulations, then a Construction Phase Health & Safety Plan must be produced and agreed before work starts on site.

The Plan must include:

- Description of the project including any key dates, reference to designs, other contractors working on site
- Management of the work including the management structure and responsibilities, how health and safety will be reviewed and monitored, arrangements for liaison between different parties on site, consultation with the workforce and the client, site induction and exchange of health and safety information, site security, welfare facilities (see section on Welfare Facilities), accident reporting procedure, who is responsible for producing and approving RAMs, site rules (including drug and alcohol policy), fire and emergency procedures
- Arrangements for controlling significant safety risks including delivery and removal of materials, dealing with any services both overhead and underground, preventing falls, control of lifting operations, maintenance of plant and equipment, procedures for work on excavations or near water, traffic routes and segregation of vehicles and pedestrians, storage of hazardous materials and other significant safety risks relevant to the site or project
- Arrangements for controlling significant health risks including dealing with contaminated land, manual handling, use of hazardous substances and any other significant health risks relevant to the site or project
- The health and safety file including the layout and format, arrangements for the collection and gathering of information and the storage of information

24. Welfare facilities

A Site Supervisor will ensure that there are suitable arrangements for welfare facilities and that these arrangements are maintained whilst JPR employees are on site. These facilities should include:

- Access to toilets
- Washing facilities with warm water
- Somewhere to eat
- A drying room for wet clothes
- Somewhere to rest/take a break

If the project is for less than a week or it is not practical to organise for hired in welfare facilities, then breaks must be taken at regular times in the day and staff taken to toilet facilities with warm water for washing.

25. Prevention of drowning

Where, in the course of any work JPR undertakes, any person is liable to fall into water with a risk of drowning, suitable and sufficient steps shall be taken to:

- prevent, so far as is reasonably practicable, such person from so falling
- minimise the risk of drowning in the event of a fall
- ensure suitable rescue equipment is provided, maintained and when necessary, used so that any person may be promptly rescued in the event of such a fall
- ensure safe transport of any JPR staff conveyed by water to or from a place of work
- ensure any vessel used on water to or from a place of work shall not be overcrowded or overloaded

26. Driver risk management

The Staff Handbook also has a section on Company Vehicles and covers motoring accidents, traffic offences and fines and mobile phone use whilst driving.

The Company will provide vehicles to enable all work to be carried out by employees by ensuring that:

- Newly purchased vehicles are fit for purpose
- Maintenance checks are carried out regularly
- Vehicles are only to be serviced by commercial garages that are on the Approved Suppliers Register
- Vehicles will contain hazard signs and hi-vis clothing in case of accident or breakdown
- Details will be kept in each vehicle including maximum load weight, tyre pressure, type of oil used, how to adjust safety equipment including seat belts and head restraints, what the height of the vehicle is both laden and empty

Employees should not drive vehicles deemed to be unsafe when checked e.g. worn tyres or cracked windscreen.

26.1. Fitness to drive

All JPR employees will provide their driving licence details so that the validity of the licence can be checked by the Directors at any time. Employees must inform a Director immediately of any changes to their health which could affect their fitness to drive this would include but is not limited to diabetes, epilepsy, a heart condition, Parkinson's disease, problems with sight and alcohol or drug dependency.

Employees must ensure that their eyesight satisfies the Highway Code and DVLA. The guidelines are:

- In good daylight you should be able to read a vehicle number plate with letters 79.4mm (3.1 inches) high at a minimum distance of 20.5m (about 67 feet). If you need glasses or contact lenses to read the number plate they must be worn while driving.

26.2. Risk Assessments

Driving risks including length of driving and working hours (distance of project from the main office) will be added to project specific risk assessments as appropriate. Appropriate rest times or changes of driver will be included in the risk assessments for projects.

27. Drinking water

Adequate supplies of wholesome drinking water shall be provided by JPR to JPR staff while working on site.

28. Working at Height (WAH)

All work will be planned to avoid WAH wherever possible.

However, WAH may be required (tree felling) and where it is, a risk assessment will be undertaken to determine the most appropriate means of access and the PPE required. All equipment in use will be to relevant standards and adequately maintained.

Any ladders in use will be subject to formal inspection every 6 months and users will be instructed and trained to undertake pre-use checks on all equipment.

29. Discovery of Asbestos on Site

Clients will normally identify and deal with asbestos before The Company arrives on site. However, if asbestos is discovered by Company staff then the following procedures should be followed:

- All work should be stopped immediately
- Seal off the area and prevent others from entering
- Report the problem to the Company Directors and the client as soon as possible

No further work will be undertaken on site by the Company until the client has removed the asbestos – written confirmation of this will be needed before Company staff go back on site.

See 'Asbestos Policy' for more details on how to deal with asbestos.

30. Public and Third Party Protection

All work will be undertaken in such a way to minimise risks to others who may be affected by our work. This will be incorporated into the job risk assessment and will include appropriate controls (e.g. segregation by barriers, clearance of equipment once work is finished, and signage).

31. Health and Safety Assistance

The Company will retain qualified safety advisors who will:

- Provide a telephone and email advisory service relating to all aspects of health and safety at work;
- Ensure that the Health and Safety Policy and documentation, as prepared by them, is reviewed and updated as required;
- Carry out site inspections, if requested by the Company and provide written reports and assessments for the Company subsequent to the inspections;
- By arrangement, provide an accident investigation service and liaise with the enforcing authority;
- If requested, assess all method statements prepared by the Company, attend meetings regarding health and safety on behalf of the Company or provide Health and Safety Training to both management and staff.

Any retained health and safety advisor will either be Chartered Members of the Institution of Occupational Safety and Health (IOSH) and/or on the Government's Occupational Safety and Health Consultant's Register (OSHCR).

32. Accreditation

JPR Environmental (the trading name of Slimbridge Wetland Plants Ltd) is an Accredited Contractor under the Contractors Health & Safety Assessment Scheme. The current

accreditation is valid until 14th May 2018. For more information go to www.chas.gov.uk or telephone the CHAS office on 020 8545 3838.