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1. Health and Safety Policy Statement

In accordance with the duty under section 2(3) of the Health and Safety at Work etc. Act 1974, it is the policy of Jarell Group Limited to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of all our employees and that of any other persons who may be affected by our undertakings. We recognise that occupational Health and Safety forms an integral part of our business and acknowledge that the Health and Safety of employees and non-employees is of paramount importance.

We are committed to effectively managing Health and Safety risks arising from our work activities and complying with our legal obligations. In particular, we will ensure, so far as is reasonably practicable, that:

- Adequate financial and operational resources shall be made available for managing Health and Safety risks.
- Plant will be maintained and safe systems of work will be provided that are safe, suitable and without risks to health.
- Arrangements are in place for safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Such information, instruction, training and supervision as is necessary, is provided for the Health and Safety at work of employees.
- The place of work under our control is maintained in a safe condition and that the means of access to and egress from it, are provided and maintained in a safe condition without risks to health.
- The working environment that is provided shall be maintained so that it is safe, without risk to health and adequate with respect to facilities and arrangements for the welfare of employees.

We firmly believe that the success of this policy relies on the full co-operation of all employees; therefore, we will ensure that it is brought to their notice. This policy and its contents will be regularly reviewed (at least annually).

Signature:	
Name:	Charlotte Harkin
Position:	Group HR & Compliance Director
Date:	7th September 2023

2. Organisation and Arrangements for Safety

Jarell Group shall retain overall and final responsibility for Health and Safety within the organisation.	Jarell Group has delegated the day-to-day responsibility for ensuring this policy is put into practice.		
Statement of General Policy	Responsibility of (name and job title)	Action/Arrangements (customise to meet your own situation)	Additional Comments
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Janet Dyson	Relevant risk assessments are to be completed and actions arising out of those assessments be implemented. Risk assessments will be reviewed every year or earlier if working habits or conditions change. Robust method statements based on risk assessments will be developed and reviewed.	March 2014 last risk assessment.
To implement emergency procedures - evacuation in case of fire or other significant incident. Note see Fire Safety section on the Portal.	Janet Dyson	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.	Review bi annually.
To maintain safe and healthy working conditions, provide and maintain safe plant, equipment and machinery, and ensure safe storage / use of substances.	Landlord responsibility.	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that prompt action is taken for any defects.	

Health and Safety law poster is displayed:	In the kitchen area on the wall above the fridge.
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Note: see Accident and First Aid section on the Portal.	In the Accounts Department

Signed:			
Name:	Charlotte Harkin		
Position:	Group HR & Compliance Director		
Date:	7 th September 2023		
Subject to review, monitor and revision by:	Name: Charlotte Harkin	Every: 12 Months	Or sooner if work activities change

3. Accident Reporting & Investigation Policy

Policy

Jarell Group will ensure, so far as is reasonably practicable, that:

- Arrangements are in place for all accidents and incidents to be reported. Where injuries, diseases and dangerous occurrences are reportable, we will report these to the Incident Contact Centre or the Enforcing Authority directly.
- Relevant information is recorded in the Accident Book.
- Employees and non-employees know what to do in the event of an accident.

Procedure

- Employees will be provided with information, instruction and training on the action to be taken in event of an accident including arrangements for reporting to their line manager or competent person. Non-employees such as visitors and contractors should report to their host contact.
- If the employee is at work but working away from the office premises or working outside normal hours, any accident or dangerous occurrences that they are involved with should be reported to their line manager or competent person, at the earliest opportunity after first aid has been administered either by landline, mobile phone or in person. Where the injured party is unable to report the incident, then their line manager or competent person should do so.
- The line manager or competent person is responsible for ensuring that relevant details are recorded in the accident book, if the accident results in personal injury.
- All accidents and incidents will also be recorded on the appropriate in-house document and investigated by the competent person or line manager.
- All accident/incident statistics will be reviewed by the competent person on an annual basis.
- If the injury or dangerous occurrence is reportable, then the Incident Contact Centre must be notified by the competent person.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

- All incidents can be reported online Reporting on-line at <http://www.hse.gov.uk/riddor/report.htm>.
- A telephone service is also provided for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

4. Display Screen Equipment Policy

Policy

Jarell Group will ensure, so far as is reasonably practicable, that:

- Display Screen Equipment (DSE) workstation assessments are carried out regularly and that DSE ‘users’ are able to work safely;
- Workstations conform to safety standards;
- Employees are trained and provided with such information, instruction and supervision as is necessary.

Definition of a User:

A "User" is defined as an individual who habitually uses DSE equipment as a significant part of their work (i.e. there is no alternative available to complete the job, there is no choice in use or non-use, skills are required, the DSE is used for spells of one hour plus and the job requires faster data transfer with a high level of concentration).

Health hazards related to video Display Screen Equipment (DSE) use involve:

- Eye irritation;
- Low-back, neck, and shoulder pain;
- Stress.

Procedure

- All DSE users will complete a workstation assessment which will be reviewed whenever significant changes take place to the equipment being used, the system of work or the location of work;
- Any risks to DSE ‘users’ will be reduced to the lowest extent reasonably practicable by implementing remedial measures within a reasonable time period by the manager/supervisor;
- DSE ‘users’ will be provided with adequate health and safety training. Where appropriate, users will be trained in the use of software for carrying out their job;
- Work on DSE will be arranged in such way as to enable ‘users’ to take breaks as necessary by carrying out non-DSE work such as paperwork or use of telephone or work away from workstation;
- At the user’s request, arrangements will be made for an eye and eyesight test to be carried out at the organisation’s expense. Where a test requires the user to wear ‘special corrective appliances’ such as spectacles or lenses (not those normally required for reading or driving etc.) to carry out DSE work, we will contribute to the basic cost in accordance with the charges prescribed by the NHS. Tests will be repeated at intervals determined by a qualified optometrist.

5. Electrical Safety Policy

Policy

Jarell Group will ensure, so far as is reasonably practicable, that:

- The fixed electrical installation (e.g. wiring circuits, sockets and switchgear) is installed and maintained by a competent person.
- Electrical appliances comply with current safety requirements and that they are sourced from reputable suppliers. Portable electrical appliances will be maintained in safe working order.
- Employees know what to do if they become aware of defects to the electrical installation and appliances at work.
- Employees are instructed that any repair or maintenance on the electrical system is only to be carried out by a competent person.

Procedure

- The electrical installation will be installed in accordance with the latest edition of the Institute of Electrical Engineers Wiring Regulations (IEE Regs) and practical guidance published by the NICEIC or equivalent, by a competent person.
- Electrical contractors will be vetted prior to the commencement of work to verify their competence to undertake the work.
- A register of portable electrical appliance will be established, and a comprehensive safety testing programme is carried out by a competent person.
- Where any inspection or test identifies any faults, then this must be rectified as soon as practical. If repairs cannot be carried out immediately, equipment must be taken out of use and clearly marked as faulty. Where any equipment cannot be economically repaired then it must be safely disposed of.
- Employees becoming aware of damage to the fixed electrical installation or appliances must report this to the competent person.
- Under no circumstances should any person attempt to repair or maintain the electrical system unless they are trained to do so and competent, in line with HSE guidance.

6. Equipment Safety Policy

Policy

Jarell Group will ensure, so far as is reasonably practicable, that:

- Plant and safe systems of work are provided and maintained in such a way as to be safe and without risks to health.
- Equipment is suitable for its intended use, can be used safely, inspected as necessary, only used by operators who have received adequate information instruction and training and contains safety markings as necessary.
- Arrangements are in place for safety and absence of risks to health in connection with the use, handling, storage and transport of articles.

Procedure

In order to ensure the safety of employees we will implement the following procedures with respect to the provision and use of work equipment:

- All work equipment will be purchased from reputable suppliers and where relevant reference will be made to the appropriate industry standard such as British Standards.
- Prior to the purchase of such equipment, due consideration will be given to its intended use, the location and method of use, the user or operator, as well as any likely health and safety risks associated with its use.
- Where equipment is purchased from new, it will be checked to ensure that it carries the CE mark (where appropriate) to indicate compliance with European safety requirements and that it is supplied with any declaration of Conformity/Incorporation and user’s manual.
- Where equipment incorporates dangerous parts such as rotating components, we will ensure that these are provided with guards or other protective devices and that a safe system of work is implemented in its use.
- Where work equipment requires installation, it will be installed in line with manufacturer’s guidance, legislative requirements and regulatory guidance and inspected by a competent person prior to use, to ensure that it is safe.
- Work equipment will be maintained in accordance with manufacturer’s instructions to ensure that it remains in efficient working order and safe.
- Work equipment will only be used for operations for which, and under conditions for which, it is suitable.
- The company will ensure that employees receive suitable information, instruction, training and supervision on the correct use of work equipment.
- Employees will be expected to conduct a visual inspection of all work equipment prior to use. Any damaged equipment will be reported at the first opportunity to the line manager or competent person, removed from service, clearly marked as damaged and will remain out service until fully repaired by a competent person.
- Operators of work equipment will be provided with adequate health and safety information and training and sign to confirm they received it. Also written instructions will be provided for the safe use of equipment/safe systems of work where necessary following a suitable and sufficient risk assessment deemed.

7. Fire Safety & Emergencies Policy

Policy

Jarell Group will ensure, so far as is reasonably practicable, that:

- The Regulatory Reform (Fire Safety) Order 2005 is complied with, where appropriate.
- The company will ensure that a fire risk assessment is carried out by a competent person, which will be reviewed at least annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes or substances used.
- Proactive measures are taken to prevent a fire starting. Where a fire does start, we will ensure that it can be detected quickly and everyone evacuated from the premises safely.
- Suitable firefighting equipment is provided and maintained in good working order.
- Employees and non-employees know what to do in the event of a fire.

Procedure

- All staff will be informed of the fire safety procedures on their commencement of employment.
- All visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.
- A fire risk assessment is undertaken which will be reviewed at least annually or following any significant changes to the business, staff or premises.
- All site staff have a duty to make themselves aware with evacuation routes for the site at which they are working.
- This should be supported with the location of fire / manual call points – to be aware of how to raise the alarm and extinguisher location - to aid exit where necessary.
- The company will not encourage individuals to fight fires with extinguishers or other recognised firefighting equipment unless they have been trained to do so.
- The company will encourage staff to get out of the area/building affected by the fire and stay out until advised by a competent person that re-entry is safe.

Preventative Measures

- Adequate standards of housekeeping of all areas preventing accumulation of hazardous materials in relation to fire.
- Suitable, safe storage for flammable substances will be provided.
- Fire exits maintained and access routes kept clear.
- Fire suppression equipment is adequately maintained / inspected.
- Fire alarm systems checked weekly.
- Fire drills will be conducted in accordance with the company audit plan.
- Fire marshals will be appointed and suitably trained to ease evacuation in the event of a fire.

8. First Aid Policy

Policy

Jarell Group will ensure, so far as is reasonably practicable, that:

- A risk assessment will be carried out to identify suitable and sufficient equipment, facilities and trained employees in relation to first aid.
- First aid equipment and facilities are available for employees and non-employees visiting our workplace that may be injured or become ill at work.
- Employees and visitors to our premises are informed of the procedure to follow in event of an accident or illness at work and of our first aid arrangements.

Procedure

The provisions for first aid equipment and facilities have been made after considering the following:

- Nature of our work.
- Number of persons employed.
- Nature and distribution of our workforce.
- Location of our premises in relation to access by emergency medical services.
- Needs of employees who may work away from our premises.
- Employees working on shared or multi-occupied sites.
- Annual leave and other absences of First Aiders.
- The identity of the first aid personnel and the location of the first aid box will be brought to the attention of all employees during health and safety training and by means of suitable signage in a prominent position (white cross on a green background).
- First aid facilities are subject to inspection by the competent person to ensure they hold sufficient stock levels and all products are within expiry dates.
- In addition all company vehicles carry appropriately equipped travel first aid kits which are checked by the driver on a quarterly basis.

Since 1st October 2013, HSE no longer approve First Aid training; training course providers and qualifications. This company will follow HSE guidance and / or good practice, when selecting competent first aid training provision.

9. Lone Worker Policy

Policy

Jarell Group will ensure that, so far as long as reasonably practicable:

- The need for lone working will be avoided where possible
- All lone working carried out by staff is undertaken in as safe a manner as possible, with management fully aware of the location and foreseeable risks of the activity.

Procedure

- All staff will contact the office at agreed intervals / times.
- All site staff will possess an operational mobile phone supplied by Jarell Group.
- All staff will check in at the commencement and cessation of the working day as a minimum.
- All staff will be informed of the risks they are undertaking through risk assessment findings, discussions and pre-start briefings.
- When deemed necessary by the risk assessment work will be conducted in pairs.
- When the risk assessment shows that it is not possible to conduct the work safely alone or the work is deemed high risk, means for providing back up or postponement of the work will be provided.
- Lone working will only be approved for workers who hold the relevant experience, knowledge or competence to carry out the work and who are deemed fit and healthy to do so.



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10. Pregnancy Policy

Policy

Jarell Group will complete a pregnancy health checklist within seven days of notification that an employee is pregnant using our internal pregnancy risk assessment form. Confirmation will be required from a registered GP or midwife before any actions are implemented. The risk assessment will usually be completed by a competent person in conjunction with the employee and anyone else at the employee’s request. All considerations must be taken into account as with any risk assessment completed including advice given by the employee’s midwife, specific health issues provided by the employee and working conditions. Below are some typical health problems and concerns that must be taken into consideration when completing the assessment;

- Tiredness – fatigue during both the early and later stages of pregnancy;
- More frequent rest breaks and regular use\access to toilets due to a change in hormones and possibly the baby pressing down on the bladder as it grows. This in turn requires the individual to keep hydrated by drinking more water;
- Haemorrhoids frequently occur and can be both painful and uncomfortable;
- Oedema (swelling in the feet, ankles and hands) due to water retention. This can lead to preeclampsia which can dangerous to both mother and baby;
- Nausea and sickness can happen anytime during the pregnancy;
- Back pain particularly in the lower back as women experience an increase in the convex shape of their lumbar spine to assist in keeping their centre of gravity;
- Carpel tunnel syndrome causing pressure to be placed on the nerve by water retention or weight gain;
- Varicose veins due to more blood being present causing pressure on the veins in the legs;
- Increased body heat and fainting caused by increase in weight, blood volumes and hormonal changes. Fainting potential is due to low blood sugar levels and low blood pressure.

The assessment must be reviewed at least every trimester (12 weeks) or sooner depending on the individual’s circumstances or working conditions taking into consideration any new information provided by the employees midwife and with consultation from the employee.

The views of the pregnant woman must be taken into consideration regarding any adjustments or actions that are to be taken before the final decision is reached. The assessment will only be made available to the individual and their line manager and must not be accessible to other personnel.

If the expectant mother regularly works away from one of our premises, they should keep their pregnancy file in their vehicles in case of emergency due to them possibly having difficulties when they are not local to their GP or hospital of choice.

An additional consideration that may arise from the risk assessment is that of evacuation in an emergency i.e. fire. This may require a personal emergency evacuation plan (PEEP) to be completed using our in-house PEEP form.

Personnel do not have to inform us that they are pregnant until the 15th week before the baby is due (around 25 weeks pregnant). The company would prefer to know as early as possible so that we can assist in whatever way possible. This can be done in confidence by speaking to their line manager.

If at any point during the pregnancy the employee feels concerned, they should be recommended to contact their midwife or GP as soon as possible.

Where risks cannot be avoided we will make suitable changes to her working conditions\hours or make an offer of alternative work where possible. If neither of the previous options are possible we will suspend her from work on paid leave for as long as necessary i.e. until the risk can be controlled.

Where a pregnant woman has unusual work patterns i.e. shifts, then we will consider her needs following medical advice given to her including medical certificates issued by a registered doctor or midwife. If the certificate indicates that her working pattern may affect her health, then we will offer a suitable alternative where possible.

Where a new mother returns to work we will complete the risk assessment process and make any special requirements wherever practical. This may include making arrangements for breastfeeding and rest or to express and store milk. The area will have to be private, safe and a healthy environment and therefore toilets would not be considered suitable as required the Workplace (Health, Safety and Welfare) Regulations 1992. Prior written notification would be required to complete these arrangements.

11. Slips, Trips & Falls Policy

Policy

Jarell Group will ensure, so far as is reasonably practicable, that:

- We will take all reasonable precautions to ensure the health and safety of all employees and anyone who may be affected by our work in relation to slip and trip risks.

Procedure

- Good working practices will be enforced including the design of floor surfaces walkways etc. and the purchase of appropriate lighting for the work place.
- Monthly recorded housekeeping checks will be conducted to identify potential hazards.
- Necessary maintenance work and appropriate cleaning will be carried out promptly.
- All staff will be instructed to keep work areas tidy and avoid leaving obstructions in walkways or working areas.
- Appropriate footwear will be worn at all times for all work tasks.
- Staff will report any hazards within the workplace to their line manager or competent person they encounter and that they could otherwise not deal with themselves (i.e. clearing up a minor spillage).



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12. Smoke Free Environment Policy

Policy

Jarell Group will ensure that:

- All work-places will be smoke free.

Procedure

- All staff are obliged to adhere to and support the smoke-free policy.
- The policy and its implementations shall be explained and issued to all new employees at inductions and to contractors on commencement of contract.
- All company vehicles will be smoke-free and display relevant “No Smoking” signage.
- All entrances to the building will display relevant “No Smoking” signage.
- Smoking employees will be provided with a designated area.
- Non-compliance will result in company disciplinary procedures and possible prosecution as deemed by the Smoke-free (Premises and Enforcement) Regulations 2006.



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13. Stress at Work Policy

Policy

Jarell Group will ensure, so far as is reasonably practicable, that:

- All employees receive adequate information, instruction and training in relation to stress at work.
- Managers/Supervisors will apply HSG 218 (Management of stress at work) to all work related tasks.
- A system of communication is in place enabling staff to communicate adequately with Managers/Deputy Managers in relation to stress at work.

Procedure

- Employees will be provided with information on stress at work and be given the opportunity and time to read and understand the information provided.
- Personnel will not be placed in situations they deem unacceptable in relation to either excessive work volume or working procedures.
- Any member of staff experiencing stress at work will be able to communicate freely with managers or with their staff representative on an anonymous basis.
- Management will apply a method of work practice that is deemed to adequately reduce stress to a level that is as low as is reasonably practicable.
- If deemed appropriate, a risk assessment should be carried out by the line manager or competent person in consultation with the employee. The assessment must address the conditions included within the HSE's Management Standards:

- Demands;
- Control;
- Support;
- Relationships;
- Role;
- Change.

14. Training Policy

Policy

Jarell Group will ensure that, so far as is reasonably practicable, that:

- Employees receive adequate health and safety training on joining the organisation.
- Employees receive suitable job specific health and safety training.
- Employees are able to carry out their duties in a safe and responsible manner.

Procedure

Induction Training

- It is the responsibility of the line manager(s) to ensure that induction training is given to all new employees, including temporary staff.
- Health and safety induction training will be given as soon as possible after the new employee has started work, which will normally be on the day they start work. Induction training will include:
 - Information about health and safety within the company e.g. health and safety policy and safety procedures.
 - Personal responsibilities with respect to health and safety.
 - Conditions of employment relating to health and safety.
 - Fire and emergency procedures.
 - First aid and accident reporting.
 - Welfare arrangements.
 - Job specific safety information e.g. safe use of display screen equipment.

It is the responsibility of the person giving the training to ensure that records are completed as soon as possible after the training.

Ongoing training

- All staff will be subject to ongoing in house training on a quarterly basis in regard to health and safety.
- Further training needs will be identified during the annual appraisal process.
- Where an employee’s job involves the operation of tools/machinery or a specific job based skill formal training will be given by an approved training body. It is the responsibility of the line manager to ensure that this is carried out. This training will also be given if an employee changes jobs.
- Employees are expected to cooperate with the company fully with regard to attending health and safety training courses.
- An employee’s competence may gradually decline either from lack of use of their skills or complacency. Therefore training needs to be assessed periodically to ensure continued competency. Information from personal performance monitoring, health and safety checks and accident/incident/near miss statistics can be used to identify when re-training is necessary, as well as statutory requirements.
- Should an employee fail to attend a course which is a legal requirement without good reason, we retain the right to treat it as a disciplinary matter.



												
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15. Violence at Work Policy

Policy

Jarell Group will ensure, so far as is reasonably practicable, that:

- All employees receive adequate information, instruction and training in relation to the avoidance of violence at work.

Procedure

- Avoiding situations which mean violence is more likely to occur. This may mean that if a conflict of interest occurs between members of staff, management will intervene as an intermediary before a potentially violent situation occurs.
- A zero tolerance policy will be in place in relation to physical and verbal forms of abuse therefore if violence occurs it will be treated as gross misconduct and dealt with according to company procedure.
- Employees faced with potentially violent situations on site will be encouraged to leave site immediately and return to the office and report the incident immediately to their line manager or competent person.



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16. Welfare Facilities Policy

Policy

Jarell Group will ensure that, so far as is reasonably practicable, that:

- Wherever possible all work locations will have suitable & sufficient welfare facilities.

Procedure

- In order to comply with this provision effective and suitable provision will be made to ensure that every enclosed workplace is ventilated by sufficient quantity of fresh or purified air.
- Working temperature will be regulated wherever possible with internal temperature reaching a minimum of 16°C within an hour of work commencing.
- Staff working outside will be provided with suitable and sufficient addition warm/wet weather clothing to ensure they are not affected by adverse weather.
- Every workplace will have suitable & sufficient lighting; where this is not possible we will provide site operative with portable lighting.
- Suitable sanitary conveniences will be provided wherever possible both on our site and the premises of contractors.
- An adequate supply of drinking water will be provided wherever possible.
- Where employees are working outside on a client’s site / property the use of welfare facilities will be discussed prior to the works commencing, where permission has been granted our employees will use the client’s facilities.
- Where employees are not permitted to use the clients facilities alternative solutions will be sought, such as the location of local public facilities.

