

Health and Safety Policy

Revised: August 2023

Health and Safety Policy Statement

It is the policy of JacobsMassey Ltd (JacobsMassey) to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, freelancers and visitors, and to provide such information and training as may be needed for this purpose.

We aim to achieve the commitment and active involvement of all stakeholders, in order that safety awareness and positive attitudes are fostered and continuous efforts are made to continually improve our safety performance.

Appropriate preventative and protective measures are and will continue to be, implemented following the identification of work-related hazards and assessment of the risks related to them. It is also the policy of JacobsMassey to ensure that its business is conducted in a manner that minimises the risks to members of the public. JacobsMassey may require its employees and freelancers to attend such training and/or induction programmes to meet the aims of the Company.

JacobsMassey accepts its responsibility for the health and safety of other persons who may be affected by the Company's activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and in associated health and safety documented records.

This policy will be kept up to date, to reflect changes in the nature and size of the business. To ensure this, the policy and its effectiveness will be reviewed annually.

Health and Safety Officer

Graeme Massey is the JacobsMassey health and safety officer. He can be contacted on the above number.

Should an issue arise regarding the health or safety of employees and freelancers this should be brought to his attention as soon as reasonably practicable. If this issue arises whilst an employee or freelancer is "on-site" the matter should be first raised with the local manager and then notified to JacobsMassey.



Graeme Massey
Managing Director

Reviewed and Approved: 24th August 2023

Company's responsibility

It is the duty of the company's management to ensure the following:

- Providing and maintaining systems of work that are safe and without risk to health
- Ensuring safety and absence of risks to health in connection with handling, storage, and transport
- Providing information, instruction, training, and supervision
- Maintaining all places of work under their control are in a safe condition
- Providing and maintaining a safe working environment.

Employees' and Freelancers' responsibility

All employees and freelancers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- Working safely and efficiently
- Using any protective equipment provided and meeting statutory obligations
- Reporting incidents that have lead to injury or damage;
- Adhering to JacobsMassey's procedures for securing a safe workplace.

Any failure to adhere to JacobsMassey's Health and Safety Policy and Procedures will be considered a serious disciplinary offence and is one that may lead to dismissal. Individuals will be nominated to undertake health and safety duties as required.

Covid-19

We have included a copy of our Covid-19 – Safe Working advice for freelancers in Appendix 1.

Health and Safety – Guide for Employees and Freelancers

It is the policy of JacobsMassey to ensure, so far as is reasonably practicable, the health, safety and welfare of its freelancers, and the health and safety of other persons who may be affected by their activities. JacobsMassey will take steps to ensure that its statutory duties are always met.

JacobsMassey takes Health and Safety at Work very seriously and, although all freelancers whilst working in client's offices or on client's sites will be under the direction and supervision of the client's staff, there are some basic guidelines that should be followed are outlined below.

General Information

You must only undertake work that you are competent to do so and not operate equipment unless trained and authorised to do so. You must not remove any guarding from equipment used or deviate from its authorised usage. Report immediately any equipment defect, and not attempt repair. You must undertake all duties as instructed and not deviate. All hazard/warning signs and notices displayed on the premises must be complied with.

Risk Assessment

The Management of Health and Safety at Work Regulations require risk assessments of work and activities. All reasonably foreseeable risks must be assessed, as should other risks that are identified by specific health and safety regulations, in particular the risk of fire. The requirements of this safety policy documentation, together with our inspection and assessment regimes, form the basis of a broad risk assessment.

Our risk assessments and procedures are updated and reviewed regularly. Specific suitable assessments are made to account for risks faced by all employees, freelancers and others who may be affected by our activities. This ensures that problems can be identified, and specific assessments carried out to ensure the safety of all employees, freelancers and other persons.

Working Conditions/Environment

You must make proper use of all equipment and facilities provided to control working conditions/environment. You must ensure you keep your work areas clear/tidy. You must dispose of waste/scrap in the appropriate receptacles.

Protective Clothing & Equipment

You must wear protective equipment where required or advised.

Precautionary measures

- You must never obstruct any fire escape route, fire equipment or doors.
- Undue hurrying and forgetfulness cause many office accidents. Do not run down steps. Use handrails when going up or down stairs. Never read while walking.
- Watch out for someone coming round a blind corner or opening doors quickly.
- Leaving lower filing drawers open can cause trips and falls. Ensure they are closed.
- Electrical and telephone wires must not be allowed to lie uncovered on the floor where they pose a trip hazard.
- Spilled liquids should be cleaned up immediately.

Reporting Hazards

The following should be reported to a member of the client's staff Health and Safety Officer:

- electrical (e.g. faulty equipment, trailing electrical cables)
- general safety hazards (e.g. dangerous shelving, tripping hazards)
- fire (e.g. blocked escape routes, missing/fault fire equipment)

Accidents

You must see the first aider for any injury you receive, however minor, and ensure details are entered in the accident book. You must report any incident where damage is caused to property.

Health

You must report medical conditions that may affect the safety of yourself or others. You must not be involved in horseplay or practical jokes. You must follow all rules concerning no smoking areas.

Work Site Information

1. Health and Safety Induction: JacobsMassey will advise you if the client has notified us of an induction course. If no induction is held then you should speak to the site supervisor.
2. Ensure that you know:
 - a. Who is the Safety Officer?
 - b. What happens in case of fire? What is the 'fire drill'?
 - c. Where are the exits and meeting points?
 - d. Your workplace is safe e.g. are access and exit points free of obstructions?
 - e. That you have been properly trained to use equipment, and that it is safe to use.
 - f. The location of available staff facilities, e.g. rest rooms, canteens.
3. You will be under the direct supervision of the client, and you must follow the safety procedures they set down. Failure to do so may result in you being asked to leave the site.
4. If you are in doubt about safety issues you should voice your concerns to your supervisor. You should also notify your consultant at JacobsMassey.
5. If you see anyone breaking the safety rules you should report them to your supervisor and also notify your consultant at JacobsMassey.
6. If you have an accident on site, report it immediately to your supervisor and ensure it is entered into the accident book. You should also notify your consultant at JacobsMassey.
7. Construction Sites - you must provide, or use the provided, personal protection equipment as required at all times whilst on site.
8. Alcohol and Drugs - any freelancers contracted to JacobsMassey who report for or while at work, are under the influence of alcohol or drugs will have their contract instantly terminated and will not receive payment for that day.

Welfare Arrangements

Where reasonable, we always ensure that there are facilities at Clients' sites for Rest Rooms, catering (if applicable) and lighting sufficient to enable the assignment to be completed. This assessment is undertaken by us by visiting the premises prior to accepting contracts and sending freelancers to undertake any work.

Manual Handling and Lifting

Nationally, over a quarter of all reported accidents are associated with lifting and handling work. The Manual Handling Operations Regulations are designed to reduce this total. JacobsMassey accepts its responsibility to comply with this duty to avoid the need for operations involving a risk of injury, so far as is reasonably practicable. However, many manual handling operations go on each day and these tasks are not banned. The aim is to target operations that cannot be eliminated and are liable to present a significant risk of injury. Specific assessments target this category and will consider the factors below, providing a simple way of analysing risks and pointing to practical solutions.

The Task

- How will the load be manipulated?
- What posture will be adopted e.g. is stooping or stretching involved?
- What distance is the load to be handled?
- How many similar tasks are to be carried out?
- How many people are involved?

The Load

- Weight, Bulk or size
- Stability, centre of gravity
- Is it sharp or difficult to grasp?

The Environment

- Amount of space around the operation and the type of floor or work surface
- Lighting etc.

Individual Capability

- Adequacy of training
- Strength of person
- Existing health problems of the employee
- Male or female and age and, if female, whether 'new' or expectant mother.

Assessment will indicate how to reduce risks and typical measures to be considered are:

1. Eliminate
2. Automate
3. Mechanise with handling aids
4. Share the load
5. Reduce the weight of individual items
6. Train the persons concerned.

Working at Height

General Statement of Policy

For the purposes of this Policy, working at height is any work undertaken where a person could fall a distance liable to cause personal injury. This includes work in any place, working at or below ground level and obtaining access or egress to a place of work (excludes using permanent staircases). JacobsMassey recognises it has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and others whilst undertaking work at height and to control the risks associated with working at height.

What do I have to do?

You must make sure work is properly planned, supervised, and carried out by competent people with the skills, knowledge and experience to do the job. You must use the right type of equipment for working at height.

Take a sensible approach when considering precautions. Low-risk, straightforward tasks will require relatively less effort when it comes to planning and there may be some low-risk situations where common sense tells you no particular precautions are necessary.

Control measures

First assess the risks. Factors to weigh up include the height of the task, the duration and frequency, and the condition of the surface being worked on. Refer also to our Work Equipment requirements outlined below.

Before working at height run through these simple steps:

- Avoid work at height wherever it is reasonably practicable. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk to do so.
- Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

For each step, always consider measures that protect everyone at risk (collective protection) before measures that only protect the individual (personal protection).

Collective protection is equipment that does not require the person working at height to act for it to be effective. Examples are permanent or temporary guardrails, scissor lifts and tower scaffolds. Personal protection is equipment that requires the individual to act for it to be effective. An example is putting on a safety harness correctly and connecting it, with an energy-absorbing lanyard, to a suitable anchor point.

Dos and Don'ts of Working at Height

Do ...

- as much work as possible from the ground
- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable, and strong enough for the job, maintained and checked regularly
- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures

Don't ...

- overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
- overreach on ladders or stepladders
- rest a ladder against weak upper surfaces, eg glazing or plastic gutters
- use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- let anyone who is not competent (who doesn't have the skills, knowledge, and experience to do the job) work at height

Find out more

HSE's Work at Height website (<http://www.hse.gov.uk/work-at-height/index.htm>) provides further practical advice on how to comply with the law, and the safe use of ladders and stepladders. It also contains useful links to industry-specific guidance.

Work Equipment

All dangerous parts of machinery shall be adequately safeguarded. Regular inspections and tests of safeguards and emergency stop devices and regular maintenance shall be carried out each term and recorded.

Provision and Use of Work Equipment Regulations

'Work equipment' includes items provided by an employer for the use of employees at work and, by extension, equipment provided by Clients or their agents. Work equipment also covers any equipment provided by employees or freelancers themselves for use at work.

Employees and Freelancers must:

- Ensure that equipment is suitable for the job it has to do
- Ensure that equipment is inspected regularly and maintained in an efficient state, in efficient working order and in good repair
- Take into account the working conditions and hazards in the workplace when assessing the suitability of and selecting the equipment
- Ensure equipment is used only for operations, and under conditions, for which it is suitable
- Give adequate information, instruction, and training to users
- Protection on dangerous parts
- Protection against specified hazards occurring such as operator falls, falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions
- Protection on parts and substances at high or very low temperatures
- Control systems and control devices
- A means of isolation.

The equipment must have:

- Protection on dangerous parts
- Protection against specified hazards occurring such as operator falls, falling and ejected articles and substances, ruptures or disintegration of work equipment parts, equipment catching fire or overheating, unintentional or premature discharge of articles and substances, explosions
- Protection on parts and substances at high or very low temperatures
- Control systems and control devices
- A means of isolation.

Plus, there must be good lighting, maintenance operations and warning markings. New equipment must comply with an appropriate British or CEN Standards.

Assessment

Employees and Freelancers in control of work equipment must assess the risks posed by the use of work equipment under their control bearing in mind the overarching principle of taking all reasonable steps to safeguard their own and others safety.

Hazardous Materials

In the normal course of our activities no employee or Freelancer should be exposed to hazardous materials. However, if such a situation arises the Health and Safety Officer should be notified as soon as practicable. Where Freelancers are “on-site” the matter should be first raised with the local manager and then notified to JacobsMassey. Freelancers, before they commence any work, should assess whether the work they are to undertake might involve hazardous materials.

Fire Precautions

The Regulatory Reform (Fire Safety) Order requires that precautions to prevent injury in case of fire are based on the results of risk assessment. All employees based at, or visiting our Warwick Street premises, should refer to and familiarise themselves with the site Fire and Evacuation Procedure in Appendix 2 at the end of this policy document.

Freelancers should make themselves aware of the specific arrangements of the local site where they are undertaking their assignment. In particular, the following are essential elements of the emergency plan:

- how the evacuation of the premises should be carried out
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated
- identification of key escape routes, how people can gain access to them and escape from them to a place of total safety
- that the following arrangements for fire precautions are in place:
 - a. Flammable liquids are stored in a suitable locked metal cupboard
 - b. Fire doors are always closed and never wedged open
 - c. Waste materials are collected daily and are stored in a secure area until collected.
 - d. Electrical equipment not in use is always isolated from the mains.

Always Remember

You should, always, take all reasonable steps to safeguard your own safety and that of any person who may be affected by your actions. Health and Safety at Work is everyone's responsibility, especially yours.

Review

This Health and Safety Policy will be reviewed each year, unless new legislation is introduced that needs to be reflected in the policy.

Appendix 1 - Covid-19 and Safe Working

This document has been produced as a brief guide for our freelancers, so that they may be aware of and understand the new safety precautions and working methods that are required in this Covid-19 era. All JacobsMassey Ltd (JacobsMassey) freelancers working for clients on-site are required to abide by these guidelines, together with site-specific requirements.

As the AV sector reopens, it is vital that venues can provide the necessary safe environment for meetings and events. This document should be read in conjunction with both the latest UK government advice and any specific regional or local restrictions that can be found here:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

with links to the advice from the governments of Wales, Scotland and Northern Ireland.

Covid-19 symptoms

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

If you are exhibiting any of these symptoms you must not go to work, but should contact the NHS and seek advice on getting a test - <https://www.gov.uk/get-coronavirus-test>. Once you have done that, please inform JacobsMassey as to your situation.

Arriving On Site

All freelancers will report to security or the local Manager on entering the venue. Freelancers must observe all procedures including the use of hand-sanitisers, one-way systems, and the wearing of masks or other PPE where required. All personnel involved with the event should have read the safety guidelines, the full brief from the AV Manager, the additional instructions and guidelines for the site, together with contact names and phone numbers of the local management team. All freelancers must carry their ID with them at all times when on site.

All freelancers should be aware that the responsibility for safety on site lies ultimately with the local management. However, all freelancers must take responsibility for their own safety and actions. They should be aware of their impact on the safety of all other people on site. All queries regarding safety matters must, in the first instance, be referred to the local Manager.

Incident Reporting

All Covid-related incidents or unexpected risks must be promptly reported to the local Manager, who will take the necessary steps to rectify the situation and make practicable adjustments to working procedures to eliminate or mitigate risks of transmission of the virus.

JacobsMassey Health and Safety Officer

Graeme Massey, our health and safety officer, can be contacted on the number above.



Graeme Massey, Managing Director

Reviewed and Approved: 24th August 2023

Appendix 2

Fire & Evacuation Procedure: 48 Warwick St, London W1B 5AW

If you discover a fire

1. Raise the alarm – by breaking the glass at the nearest fire alarm call point
2. Follow the Evacuation procedure

If you hear an alarm

1. **Leave the premises immediately by the nearest available exit**
2. **Close all doors behind you**
3. **Report to the assembly point: Hanover Square (see map below Appendix 3)**
4. **Your Responsibilities**
 - Know how to operate the fire alarm
 - Know the nearest fire escape route to you
 - Know where the assembly point is
 - Leave the building immediately when instructed to do so
5. **Do Not**
 - Do not use lifts
 - Do not wait to collect your belongings
 - Do not re-enter the building until given the all clear by the Fire Marshall or the Fire Brigade.

Fire Alarm Test

At 10:00am every Friday (5 seconds)

Appendix 3

Fire and Evacuation procedure - 48 Warwick Street, London W1S 1JB

FIRE ACTION NOTICE

If you discover a fire:

1. Immediately operate the nearest alarm call-point



2. Contact the fire brigade
 - **Dial 999**
 - **Give the operator your telephone number and ask for fire**
 - **When the fire brigade replies speak distinctly**

'Fire at: 48 Warwick Street, W1B 5AW

On hearing the fire alarm:

3. Leave the building immediately by the nearest available exit.
 - **Do not use the lifts**
 - **Do not stop to collect personal belongings**
 - **Do not re-enter the building until authorised to do so.**
 - **DO NOT TAKE RISKS**
4. Close and lock all doors behind you.
5. Report to your Company's allocated Fire Warden at the assembly point on the Golden Square

