



LJR Engineering Project Services

Health & Safety Policy



LJR Engineering Project Services Ltd

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Registered in England & Wales No. 6287897

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1. Introduction

This document is intended to provide information to all LJR Engineering Project Services Ltd (LJR Engineering) employees on the company's organisation and arrangements for Health & Safety, to ensure a safe working environment and to set out management and employee responsibilities to enable them to maintain the same.

This document has been prepared to define the way LJR Engineering intends to manage Health and Safety and to meet its obligations under section 2 of the Health and Safety Act 1974.

This policy is to be reviewed annually as part of the Management Review.

2. Statement of Intent

Our primary aim is to maintain and further develop a first-class health and safety culture within LJR Engineering. In addition to the moral and commercial obligations to prevent accidents, the Company has to meet specific legal requirements for health, safety and welfare.

LJR Engineering remains focused on developing a positive and pro-active health and safety culture, not only within our company but also for our suppliers and sub-contractors.

We are fully committed to ensuring that the company as well as all individuals within the company, comply with their legal health and safety obligations.

We recognise that we need to continue improving to provide a safe and healthy environment for everybody affected by our work; employees, subcontractors, customers and members of the public.

3. Organisation

Health and Safety, Environmental and Quality Structure



LJR Engineering Health and Safety Management Reporting Structure



4. Responsibility

Managing Director

- Nominated with overall responsibility for HS&E
- Review and develop HS&E policies and procedures including their implementation
- Ensure incidents are investigated, lessons learned, and improvements made
- Demonstrate a personal commitment and encourage others to work safely
- Provide access to HS&E training to all employees as required

Internal Quality Auditor

- Demonstrate a personal commitment and encourage others to work safely
- Maintain library of relevant Health and Safety information
- Report any concern or near miss to management
- Actively support and apply the policies, procedures, and legislation

HR / Admin Staff

- Demonstrate a personal commitment and encourage others to work safely
- Actively support and apply the policies, procedures, and legislation
- Perform duties in safe manner and not endanger themselves or others by their actions
- Familiarise themselves with LJR Engineering rules, company policies and instructions
- Report any concern or near miss to management / Internal Quality Auditor

Technical Staff

- Demonstrate a personal commitment and encourage others to work safely
- Perform duties in safe manner and not endanger themselves or others by their actions
- Co-operate with management on HS&E matters
- Familiarise themselves with LJR Engineering rules, company policies and instructions
- Report any concern or near miss to management / Internal Quality Auditor
- Use safety equipment correctly
- Do not commence work if anything feels unsafe or unclear
- Respect the communities and environments we work in
- Use resources efficiently and utilise the reduce / re-use/ recycle hierarchy where possible

5. Arrangements

5.1 Planning and Implementation

LJR Engineering recognises that effective management of Health and Safety requires continuous planning as part of ongoing business activities. Any new activities require specific planning for Health and Safety.

Such planning involves identifying potential risks and developing controls that eliminate, reduce, isolate or control the risks.

All staff have responsibilities (defined in Section 4) for the implementation of the Health and Safety arrangements and the specific procedures relating to their work and people under their control.

Health and Safety issues will be treated as a matter of priority throughout LJR Engineering. This applies particularly to unsafe conditions or behaviour, where the first response will be to take immediate and direct action to remove or control the risks.

5.2 Risk Control

The Management of the Health and Safety at Work Regulations require employers to assess the risks to the Health and Safety of employees and others who might be affected by their work and keep a record of those assessments.

A risk assessment has been produced for the general activities of LJR Engineering. Where the project involves site supervision then dynamic risk assessments will be carried out on a daily basis.

The assessment of risk is a process that identifies the hazards and details the control measures to be adopted. The risk assessment process will start at the earliest possible stage of the project and continue throughout the project.

As consultants, LJR Engineering is not generally a part of operational project risk control, although at times we may contribute or advise on the Health and Safety for specific projects. However, LJR Engineering will promote co-operation in order to generate the added benefits from the involvement of all and the pooling of knowledge and experience.

LJR Engineering will promote awareness of Health and Safety issues by the use of written and verbal communication. Various methods of communication are used within LJR Engineering for Health and Safety information:

- Regular Team meetings
- Annual Management review
- Formal Health and Safety training
- Communication of relevant Health and Safety alerts to all employees
- Site specific safety training
- Project specific briefings
- Sharing safety alerts and lessons learned
- Sharing best practice guidelines

LJR Engineering requires all staff to “lead by example” and to emphasise the importance of Health and Safety through their behaviour.

5.3 Construction (Design & Management) Regulations

LJR Engineering is fully committed to effectively managing all aspects of health and safety and taking all reasonable steps to avoid risks to employees and others who may be affected by the sphere of operations throughout the lifetime of a project.

LJR Engineering is fully aware of the ‘key’ duty holders and their responsibilities under the Construction (Design and Management) Regulations 2015 including the Principal Designer.

5.4 Design

Where the company has design responsibilities for a project it is aware of the need to identify and eliminate hazards and reduce likely risks from hazards where elimination is not possible. During any design the company is also mindful to consider not only the impact that their design may have on the construction phase but also the health and safety of those who will in the future maintain, repair, clean, refurbish and eventually remove or demolish all or part of a structure as well as the health and safety of users of workplaces.

When considering design, the company applies the following approach to identifying and implementing precautions which are necessary to control risks:

- Identify the hazards, which will occur during construction, maintenance and final removal.
- Eliminate risks wherever possible.
- Minimise the remaining risks.
- Provide adequate information on the risks that cannot be eliminated.

- Actively encourage and promote positive design within the company and wider client teams.

The company is aware of how important the exchange of design information between client, Principal Designer, designers, and contractors on site is in order for a project to be managed effectively and as such understand the value of regular project team meetings and design meetings.

Where necessary design review meetings will be held with the project team in order to effectively manage any design changes that may occur throughout the course of a project.

During design the company identifies the relevant mandatory and specific obligations that are set down in various Acts and Regulations e.g. The Workplace (Health, Safety & Welfare) Regulations 1992. Where applicable the company ensures that all design work has considered the specific requirements of any such Act and/or Regulation.

On occasion a design may be altered or changed. In such instances the company will always re-visit the design and undertake a review to ensure that the same assumptions from the initial design risk review apply. All design changes are communicated to all members of the client team and will be raised as a specific agenda item during Design Team Meetings or specific Design Review Meetings.

As designers we are mindful of our duty to ensure that the client is made aware of their responsibilities. Whilst we generally act as a specialist designer and not a 'lead' designer, we still seek clarification that the client fully understands the reasons for their obligations. This would normally be conducted at an initial client meeting and supplemented with HSE and Industry guidance leaflets.

5.5 Management/Control of Sub-Contractors and Sub-Consultants

All specialist sub-contractors/consultants employed by the company are carefully selected to ensure the skills, knowledge, and experience in the duties for which they are employed. Sub-contractors/consultants must satisfy the company as to their competence before commencement of work – they must complete a competency assessment form.

Appointing the right organisations and individuals to complete a particular project is fundamental to its success, including health and safety performance.

Sub-contractors/consultants under the control of the company will receive site-specific induction training detailing site rules and procedures. Contractors carrying out construction work will have health and safety performance already ascertained by membership to a Safety Schemes in Procurement (SSIP) accredited programme. If the Contractor does not have this, then they will have to carry out a pre-qualification assessment.

The responsibilities of both Client and Contractor will be clearly defined before any work begins. Where LJR Engineering are Site Manager/Supervisor, part of their line management responsibilities will be to inspect the site on a daily basis. All other site employees will be briefed to show vigilance with regard to general health and safety issues through the Induction Procedures.

All third parties will also be monitored against their own method statements and risk assessments, which will require approval by the company before any work commences on site. Communication with all parties will be maintained through regular site meetings ensuring co-operation and co-ordination between all parties. In addition feedback will be given to sub-contractors/consultants on their performance.

Failure to work in accordance with approved safe working practices can result in termination of the contract and immediate dismissal from site.

5.6 Competence and Training

LJR Engineering will ensure that all staff possess an appropriate level of competence for their role within the organisation. This is achieved by appropriate recruitment and training of individuals.

Staff responsible for employing subcontractors to carry out work, will ensure that those companies have been assessed as having the appropriate competencies, including Health and Safety.

The Managing Director holds a valid CiTB SMSTS qualification.

5.6.1 Construction Skills Certification Scheme (CSCS)

All construction site-based employees hold an appropriate CSCS card for their position. This proves a visible commitment to promote the highest standards of health and safety awareness.

5.7 Accident and Near Miss Reporting

An accident is defined as "an unplanned event which causes injury to persons, damage to property or a combination of both". A near miss is defined as "an unplanned event which does not cause injury or damage, but which could do so".

Any accidents resulting in injury or ill health, dangerous occurrences and near misses will be reported immediately to the Managing Director. The investigation of such occurrences will be carried out according to the company policy.

If someone has died or has been injured because of a work-related accident this may have to be reported under the RIDDOR Regulations 2013. This includes specified injuries or where a worker has been incapacitated for over seven days. LJR Engineering will seek competent advice to determine whether incidents are RIDDOR reportable.

5.8 Display Screen Equipment

The safe use of such equipment is controlled by the Display Screen Equipment (DSE) Regulations 1992.

This legislation requires that assessments are carried out which cover the operational risks for all "users" of computer equipment, including LJR Engineering computers used in individuals' homes.

These assessments are coordinated by the Managing Director. HSE guidance is provided for computer users with their DSE assessments.

5.9 Manual Handling

Manual handling means the transporting or supporting of a load, and includes lifting, pushing, and moving objects by hand or using bodily force. Unskilled manual handling is the cause of a large number of workplace injuries and accounts for around 25% of all reported accidents.

For any significant manual handling tasks a formal assessment is required. This may identify remedial actions that are required to reduce the risk to the employees whilst carrying out that task and will also consider any groups of individuals who may be at particular risk from that activity.

All employees who have to manually handle loads and objects will be provided with appropriate information and training as part of the online training programme.

5.10 Slips, Trips and Falls

Slips, trips, and falls represent the most common cause of non-fatal major injuries. Everyone at work can help to reduce slip and trip hazards through good health and safety arrangements.

High standards of housekeeping are maintained in all LJR Engineering places of work. Employees are encouraged to identify and remedy trip hazards on projects they are working on and raise any more serious issues.

5.11 Hazardous Substances

The Control of Substances Hazardous to Health (CoSHH) Regulations 2002 requires that the risks involved in the use of these materials are identified assessed and the necessary controls put into place.

LJR Engineering do not currently use any COSHH substances, but this will be kept under review. If required, CoSHH assessments will be completed for all relevant substances with any resulting control measures communicated to relevant persons who may be affected.

5.12 Work at Height

LJR Engineering do not carry out any work at height activities.

5.13 Lone Working

LJR Engineering is mindful that due to the nature of some of its undertakings that lone working does occur and, as such, must ensure the health and safety of any lone workers.

LJR Engineering follows the guidance provided in the HSE's document INDG73, 'Working alone' and as such the company follows the following steps:

- Involve staff when undertaking the required risk assessment.
- Take steps to check control measures are in place e.g. instruction, training etc.

- Review risk assessments.
- When the risk assessment shows it is not possible for the work to be conducted safely by a lone worker, the risks are addressed, and arrangements made to provide help or back-up.
- Where a lone worker is working at another employer's workplace, the company request that that employer informs them of any risks and the required control measures.
- Consideration is also given to any medical conditions that an individual may have.

In addition to risk assessments, the company may also operate a phone 'buddy' system where all lone workers are contacted at agreed intervals, proportionate to the pre-determined level of risk.

5.14 Health and Safety Consultation

LJR Engineering will ensure that health and safety issues are communicated to employees and to employee representatives through regular team meetings.

5.15 Performance Monitoring and Review

Health and safety will be a standard agenda item at management team meetings. These meetings will receive details of, for example, any accidents and incidents and training activities and or new initiatives.

There is a health and safety action plan which is updated annually to drive improvement across the business. The Managing Director is responsible for its implementation.

5.16 Maintenance and Testing of Plant and Equipment

LJR Engineering have very limited plant and equipment but, if relevant at any time, will ensure that where it requires statutory testing and examination a suitable regime is in place for routine maintenance and testing.

5.17 Asbestos

A suitable asbestos survey will be sought out prior to work on any premises built before the year 2000. LJR Engineering shall only employ the services of competent contractors for works relating to asbestos.

5.18 First Aid Arrangements

In general, LJR Engineering employees will follow the first aid procedures in place on Client sites. However, it is an aspiration in the medium term for all employees to hold a basic first aid qualification.

5.19 Evacuation and Emergency and Contingency Plans

When working on Client sites all LJR Engineering staff ensure that they understand and follow any fire and emergency evacuation protocols that are in place.

5.20 Discipline

Failure to comply with LJR Engineering's health and safety policy or contravention of statutory requirements, regulations, or rules, will result in disciplinary action.

5.21 External Advice

The Managing Director has commissioned the services of an External Health and Safety Adviser (currently PrePro Consult) to ensure LJR Engineering has access to competent advice, to support the design of systems and procedures and, when appropriate, to investigate accident and incidents.

The External Health and Safety Adviser will work with the Managing Director to assist them with all aspects of its health and safety management arrangements and provision of professional health and safety advice as required.

5.22 Driving at Work Policy

Phones and other communication devices must only be operated by a driver of a moving vehicle if hands free equipment is provided.

LJR Engineering expects all staff to comply with legal requirements, and to act in a responsible manner whilst in charge of a moving vehicle. Calls should only be answered if it is safe to do so.

A record is kept for employees who use a car or van for business that they have a current and valid driving licence and that their vehicle is roadworthy and insured for business use.

5.23 Personal Protective Equipment (PPE)

PPE includes all items of clothing and equipment which is provided to an individual to protect them against any risks to safety which has not been controlled by other means. It excludes items of clothing provided to present the company's image or normal working clothing.

PPE will be supplied by LJR Engineering where its use has been identified by a risk assessment and / or client and site requirements. The company will ensure that the provision of PPE is supplied at no charge to the employee.

PPE will be maintained in a clean and efficient condition and replaced either when worn or damaged, or at intervals recommended by the manufacturer.

All persons using PPE will be instructed in its use. Employees who have equipment issued to them will be trained in the use of the equipment and any measures they should take to ensure that it is maintained in good condition and that any defects that are found being possibly indicative of the need for the items to be replaced.

6. Fitness for work Policy

6.1 Drugs and Alcohol Policy

LJR Engineering expects all staff to act responsibly and in a safe manner at all times. Working under the influence of alcohol or any non-prescription drugs is not permitted under any circumstances, and disciplinary action may be taken if any employee is found to have consumed or be under the influence of alcohol or non-prescription drugs whilst at work.

The company reserves the right to carry out random drug / alcohol testing on any worker. Any employees of LJR Engineering are obliged to undertake drug / alcohol tests where requested by our clients.

LJR Engineering seek to identify any individual substance abuse problems with employees at an early stage and thus minimise the risk posed to their personal health and safety and those of fellow employees.

It will be the individual employee's responsibility to notify their line manager when taking prescriptive drugs that may affect their performance or cognitive ability putting others and themselves at risk.

6.2 Fatigue

LJR Engineering recognises that fatigue is a major health and safety risk that we must effectively control. We are committed to managing and mitigating fatigue risks and ensuring that our staff receives enough rest to perform their duties safely, thereby reducing potentially dangerous mistakes or actions that could affect employees, visitors, and members of the public.

Fatigue can be caused by many factors, for example – job design and workload, the working environment and number of hours worked. Fatigue can reduce mental alertness and concentration and affect performance and perception of risk.

To avoid this, the Company ensures that:

- Staff know how many hours of work their job involves and do not exceed these.
- Staff are encouraged to take regular rest breaks throughout the day in addition to their meal and refreshment breaks.
- Excessive driving hours are a significant risk. Staff are encouraged to use public transport for long journeys, book hotel accommodation to break up long journeys. Short breaks should be taken every 2-3 hours
- Management monitor the workloads to ensure that staff are not overloaded.
- Encourage staff to be vigilant in looking out for the signs of fatigue and recognising symptoms in their fellow workers
- Management are authorized to prevent any member of staff commencing their work or continuing their work if they believe the person is unfit due to fatigue.

6.3 Stress

LJR Engineering recognises its duty under Section 2 of the Health and Safety at Work Act to take all reasonably practicable measures to protect its employees from work-related stress.

Under Section 7 of that Act, employees have a duty not to endanger themselves or others and to co-operate with their employer in meeting statutory requirements.

LJR Engineering assesses health and safety risks, including stress, and introduce prevention and control measures based on these assessments.

6.4 Occupational Health

Occupational health relates to the effects the working environment may have on the health of an individual employee. It also takes account of the influence that an employee's health may have on their ability to carry out their work. LJR Engineering endeavours to promote good health and physical, mental, and social wellbeing among its employees.

6.5 Covid-19

LJR Engineering need to ensure the wellbeing of employees, customers, and contractors. As such, we will monitor and follow Government, NHS England, and World Health Organisation (WHO) advice as it is updated and make any changes required to our strategy.

In line with guidance from the UK Government and WHO, on the prevention of the spread of the virus, the following precautionary safety measures have been put in place including:

- Monitoring staff sickness and ensuring staff are aware of symptoms to look out for.
- Educating our staff on prevention.
- We have shared with staff the guidelines for frequent and proper handwashing.
- In addition to hand washing facilities provide hand sanitisers in the office, particularly for visitors as they arrive.
- Following government advise any staff showing cold/flu like symptoms will for 7 days self-isolate/work from home.
- Maintain social distancing requirements in the office for as long as required.
- Ensure there is an adequate supply of fresh air in enclosed areas of the workplace to reduce the risk from aerosol transmission.
- Limiting the number of people in an area.

A handwritten signature in black ink, appearing to read 'Lee Roberts'.

Signed: Lee Roberts

Position: Director

Date: 17/05/2021

Due for review: 17/05/2022