

Health and Safety Policy



SAFETY



Danger

Demolition work
in progress



**Use ear
protectors**



**High visibility
jackets
must be worn**



Warning

Look out for
overhead loads

DOCUMENT V3.1

**Janah Management Co Ltd
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Health And Safety Policy

Version 3 November 2024

This Policy is prepared in compliance with the Health and Safety at Work Act 1974.

Signed: _____

Name: _____

Position: _____

Date: _____

Purpose: To Outline the Company’s policy for complying with regulations associated with Health and Safety in the United Kingdom.

Scope: All employees of Janah Management Company Limited.

Policy Amendment History

Amendment	Date	Person Responsible
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Section 1

Safety Policy Statement

Safety Policy Statement

Janah Management Company Limited (JMCL) will aims to ensure the health, safety and welfare of its employees while they are at work and of and other person who may be affected by the Company's undertakings in accordance with the Health and Safety at Work Act 1974 and associated Health & Safety Regulations.

The Company will assess all risks to its employees and any other person who may be affected by their duties to ensure, so far as is reasonably practicable:

- All work equipment and systems of work are safe and without risk to health or safety.
- All places of work are maintained in a safe and healthy condition with safe means of access and egress.
- Adequate welfare facilities are provided.
- All employees and, where necessary, any other person affected by the Company's undertakings, are provided with the training, instruction, information, and supervision necessary to ensure their Health and Safety at work.

All persons working for, or on behalf of, GMCL are reminded that they have a legal duty to take reasonable care of themselves and any other person who may be affected by their acts or omissions in the course of their work. All employees are required to cooperate with the Company to enable compliance with legal requirements and it is the responsibility of all employees to ensure that GMCL's Policy on Health & Safety is followed.

Employees will assist in the purpose of this policy by:

- At all times working safely and acting in a responsible manner.
- Only carrying out duties for which they are fully trained and competent.
- Only using equipment in the correct manner as trained and for the correct purpose.
- Reporting any failure of safety arrangements that have been put into place.

The Directors of JMCL assume ultimate responsibility for the Health and Safety of the employees of JMCL by ensuring that adequate resources are available to achieve and maintain the standards of Health and Safety set down in this Policy. Heads of Department, managers and supervisors also have a vital role to play in ensuring that the employees working in their areas or sections understand and follow the principles of the policy.

This Policy applies to all UK employees, including when working off-site or travelling as part of their working duties. It will be reviewed annually, or at times of significant change, taking into account any legislative or procedural changes and will be disseminated to all employees *via* the management chain.

Signed: _____ Name: _____

Position: _____ Date: _____

Section 2

Organisation

2.1 Responsibilities

The Law

Every Employee is responsible for acting safely in the course of their work and should be aware that they have responsibilities under Health & Safety Law as well as Company Policy.

Health & Safety at Work Act 1974: Section 7:

It is the duty of every employee to:

- Take reasonable care of the Health & Safety of themselves and of any other persons who may be affected by their acts or omissions at work.
- Co-operate with the employer to enable compliance with legal requirements.

Health & Safety at Work Act 1974: Section 8

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in accordance with legal requirements.

Management of Health & Safety at Work regulations 1999, Regulation 14

Employees must:

- Use equipment and materials in accordance with any instruction and training given.
- Inform the employer of any work situation that represents serious and imminent risk to Health & Safety or any shortcomings in the employer's arrangements for Health & Safety.

The Company

The Board of Directors is ultimately responsible and accountable for the organisation and has overall responsibility for Health & Safety and the implementation of this policy within Janah Management Company Ltd. The Board of Directors will ensure:

- That there is an effective Company Policy for Health & Safety.
- Through the appointment of competent persons, that the Company's responsibilities under Health & Safety Law are met.
- That directors and managers clearly understand and fulfil their duties under Health & Safety.
- That provision is made for adequate & appropriate resources and training.

The most senior person in each area is responsible for day-to-day safety in that area, ensuring that this policy is implemented and either resolving any safety-related problems in their area or initiating procedures to ensure this is done. **Any concerns relating to safety should be reported to this person in the first instance.**

The GMCL Health & Safety Department is responsible for providing advice and assistance to support managers and employees in achieving safety and complying with Health and Safety Law

The Company aims to consult with employees or their representatives on any measure that may substantially affect their Health & Safety and the GMCL Health and Safety Department operates an 'open door' policy, welcoming queries from all employees.

Heads of Department are responsible for ensuring:

- That the requirements of both the law and this Safety Policy are fully implemented across their department.
- That all persons within their management hierarchy are made aware of and clearly understand their responsibilities under Health & Safety.
- That all persons with responsibilities for Health and Safety have been provided with the training and instruction necessary to fulfil their responsibilities competently.

Departmental Managers are responsible, within their sphere of management control, for ensuring:

- That all necessary risk and COSHH assessments are completed and are regularly reviewed and updated in accordance with Health & Safety law.
- That the outcomes of risk and COSHH assessments are communicated to all affected parties.
- That all control measures necessary for safety are in place and are being effectively implemented.
- That all machinery and equipment is fit for purpose and is adequately and correctly maintained and inspected, with records retained.
- That all employees have received the necessary training and instruction to enable them to carry out their duties safely and competently.
- That adequate and effective supervision and monitoring are in place.

Both **Managers and Supervisors** are responsible for:

- Closely monitoring the workplace with a view to ensuring:
- All members of the team are working safely and in accordance with training & risk assessments.
- Safety control measures, including PPE, are being used correctly.
- Machinery & equipment is safe and in good working order with checks completed & recorded.
- Housekeeping & storage are maintained to a high standard.
- Identifying and either implementing or notifying training requirements.
- Notifying and either rectifying or notifying any equipment defects or other safety issues.

All Employees are responsible for:

- Complying with the application of this policy and all relevant safety guidance.
- Co-operating with their managers and supervisors to achieve a safe and healthy workplace.
- Not endangering themselves or any other person.
- Working safely and in accordance with training.
- Correctly using all control measures, safe systems & protective equipment.
- Maintaining their workplace in a clean, tidy & safe condition.
- Notifying their manager, supervisor or H&S of anything they think is defective or dangerous.
- Notifying their manager or supervisor if they are unsure or feel they require training.
- Never carrying out any task, using any machinery or equipment, or handling any chemical for which they have not been trained and authorised.
- **IF IN DOUBT ASK**

Failure to comply with this policy may result in disciplinary action.

2.2 Fitness to Work, Drugs and Alcohol

All employees are responsible for ensuring that they are fit to carry out their work safely and for notifying their manager or supervisor **without delay** if they suspect they are not.

- No employee shall operate any machinery or equipment, ride, lunge, lead, handle, or otherwise work with a horse, if affected by medicine, alcohol or drugs, or if they are suffering from any physical condition that may impair their ability to work safely.
- Any employee who believes themselves, or another employee, to be affected by medicines, drugs, alcohol or any medical condition which impairs their ability to work safely should bring this to the attention of their supervisor or manager.
- Medicines are not kept in first-aid boxes and may not be provided or administered by any person in the Company other than a formally trained and authorised persons in accordance with Company policy, procedure and training.

Under no circumstances:

- May any illegal drug be brought onto Company premises, carried in Company vehicles, consumed or handled whilst on Company business.
- May any employee work while under the influence of alcohol or illegal drugs

No employee will be permitted to work if, in the opinion of their manager or supervisor, their own safety or that of others may be compromised.

Section 3

Safety Policy

Arrangements

3.1 Accident and Emergency

Emergency Procedure notices are displayed on noticeboards and in communal areas throughout the company. This procedure should be followed at all times and all staff are advised to retain the Emergency Contact Number (normally security) in their mobile phones.

ACCIDENT OR ILLNESS

Serious Accident or Illness

If an injury or illness is suspected to be serious, or there is any doubt, **dial 999 immediately** and ask for an ambulance, giving the correct address and postcode as listed on the Emergency Procedure Notice.

As soon as the ambulance has been called:

- Contact Security and tell them clearly, that an ambulance has been called.
- Where the ill or injured person is.

GMCL Security will:

- Send a first aider and/or FREC3 (First Response Emergency Care Level 3) Responder to the injured person.
- Send a vehicle to the gate to await the ambulance and escort it to the site of the incident.

If you are alone, call Security first to get help on its way.

If you are on premises without Security Control:

Call your Emergency Contact (as listed on the emergency procedure notice) and inform them:

- That an ambulance has been called.
- Where the ill or injured person is.

Your Emergency Contact will aim to:

- send a first aider to the injured person.
- send a vehicle to the gate to await the ambulance and escort it to the site of the incident.

If you are alone, call for help first.

When the situation is under control, ensure the injured person's line manager is aware of the situation and notify the GMCL Health and Safety Department.

All Other Accidents

In the event of an accident where you do not think an ambulance is required, you **MUST**:

- **Contact a First Aider** - names and contact details for First Aiders are posted on noticeboards. If you are unable to contact your local first aider, call GMCL Security who will send a first aider or responder.
- If the injury is minor, the First Aider will treat on site.

If the injury is more serious, or the First Aider is in any doubt, they will:

- Request an Ambulance following the emergency procedure, or
- Advise that the injured person is taken to Accident & Emergency or to their GP.

Any person who needs to attend a hospital or doctor, or who is to be sent home, MUST be assessed by a First Aider before leaving the premises.

- If the First Aider is confident that the person is well enough to travel by car, they may be driven to a hospital or doctor. Transport should be requested from the GMCL Transport Department.
- Whenever possible (and always if advised by the First Aider), the injured person and driver should be accompanied by a third person, preferably a First Aider. If the injured person has any difficulties with language, they should, so far as is reasonably practicable, be accompanied by a person competent to translate if necessary.

Concussion

A detailed 'Concussion Protocol' is in place that requires any person with a possible concussion injury to be assessed in a hospital. Due to the nature of risk involved in the business, the Company operates a very low threshold for suspicion of concussion.

All managers and supervisors are required to be fully familiar with the concussion protocol and are responsible for ensuring all necessary information is passed on to first aider or responder attending an injured person.

Reporting of Accidents, Incidents, Near Misses and Dangerous Incidents

The Company undertakes to follow-up, investigate and report as necessary, all accidents occurring on GMCL/JMCL premises or to any person while on Company business and to take all reasonable action to minimise the risk of further accident or injury.

It is the responsibility of the individual to ensure that accidents are reported without delay. If they are unable to complete an accident report due to injury, their manager is responsible for reporting the accident using information provided by the injured person or a reliable witness.

- **All accidents (even where there is no injury), dangerous incidents or near misses**, that occur on the Company's premises, or anywhere else while on Company business, **MUST** be recorded using a Company accident book. Managers are responsible for checking this is done.
- Accident books can be found in each Department. These are held by the manager in charge or their designated responsible person.
- Reports must include as much information as possible about the accident and actions taken. Once complete, reports must be given to the Line Manager who must forward these to the Assistant to the Head of Security without delay.
- Where an accident report is completed by, or on behalf of a third party NOT working under contract to GMCL/JMCL, a consent form must also be completed for GDPR purposes.
- Any accident that results in a person being taken off-site to a doctor or hospital must be notified to the Assistant to the Head of Security by telephone as quickly as possible.
- In the event of any dangerous incident or near miss with potentially serious consequences, the GMCL Assistant to the Head of Security, GMCL Safety Manager or GMCL Head of Security, Health & Safety must be notified immediately.
- Centralised records are maintained by the GMCL Health & Safety Dept. GMCL will analyse statistical data on accidents occurring within the workplace for the purpose of targeting areas of concern.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Injuries, specified occupational diseases, occupational cancers and dangerous occurrences reportable under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) will be submitted to the Health & Safety Executive (HSE) as required under the regulations, by the Assistant to the Head of Security. All staff should be aware that this information is provided.

Occupational diseases reportable under RIDDOR will be notified, as specified in the guidance, on receipt of a written diagnosis from a doctor.

Cases of cancer will be reported where there is an established causal link between the type of cancer diagnosed, and the hazards to which the person has been exposed through work

Copies of all RIDDOR reports will be provided to the GMCL Head of Security, Health & Safety and the GMCL Human Resources Department.

First Aid and FREC3

The Company will carry out risk assessments to identify requirements for First Aid and ensure adequate cover in all areas of the workplace. The nature of the work, the premises, and the proximity to emergency services will be taken into consideration when determining requirements.

Additional training of FREC3 Responders (First Response Emergency Care Level 3) is undertaken to provide a higher level of First Aid Support across key areas of the Company.

As far as is reasonably practicable, arrangements will be made for employees with appropriate language skills to be trained as First Aiders in locations where staff may have limited English.

Lists of the First Aiders and FREC3 Responders based in each area and, where possible, their contact details, will be posted on noticeboards or near First Aid Boxes in all areas. These lists are also held by GMCL Reception and Security.

The GMCL Security Department will ensure that there is at least one trained First Aider on duty at all times. On sites where there is a Security presence, First Aid support can be requested from the GMCL Security Department at any time.

First Aid Kits

First Aid kits are located in communal areas throughout all sites. First Aid kits will also be carried in larger vehicles such as, minibuses, and horseboxes.

All persons trained to use chainsaws are required to carry a minimum of one large bandage on their person at all times when undertaking chainsaw duties. These are provided by the Company via the GMCL Security Health & Safety Department.

First Aid Kits are routinely checked and replenished *via* the GMCL Security, Health & Safety Department and the JMCL Appointed Person who should be contacted in the event of supplies being required between checks.

Medication

First Aid at work does not include the administration of medicines to treat illness.

Tablets and medicines are not kept in the first-aid box and may not be provided or administered by any person in the Company other than formally trained and authorised members of staff in accordance with Company policy, procedure, and training.

In the event of an individual needing to take their own prescribed medication, the First Aider's role is generally limited to assisting them to do so and contacting the emergency services as appropriate

Fire Emergency

Reference should be made to the current Fire Safety Policy.

Fire Awareness training will be provided to all new members of staff at commencement of employment. All employees are responsible for ensuring that they are familiar with the location of fire exits, call points, and extinguishers in their work area and the location of the nearest assembly point. Notices showing the assembly points can be found on notice boards in all areas.

In an emergency, priority must be:

- To ensure the safety of yourself and others
- To ensure the safety of the horses
- To minimise damage to buildings, vehicles, and machinery

Fire extinguishers are sited throughout all areas. These are intended for preservation of life and to assist escape only. Extinguishers should only be used if the person is confident, they are able to use the extinguisher correctly and without putting themselves in danger. The Company does not expect employees to use Fire extinguishers to put out fires; responsibility and priority is to raise the alarm.

If you discover a fire:

- **Raise the alarm** by shouting 'Fire, Fire, Fire' and activating a fire alarm call point.
- If you are the last person to leave the room, **check** to make sure there is no-one else in there and close the door.
- **Leave the building** by the nearest exit or stairway (Do not use lifts).

Once safe and clear of the building:

- Contact GMCL Security and tell them clearly that there is a fire and where it is. GMCL Security will call 999 and direct operations.
- If you are on premises without Security Control, dial 999 directly and ask for the Fire Brigade, giving the correct address and postcode as listed on the Emergency Procedure Notice. When you have done this, call your Emergency Contact and inform them of the situation.
- Go to your Fire Assembly point.
- If you think someone may still be in the building, notify the Fire Officer or GMCL Security immediately.
- Horse evacuation will be directed from the Assembly Point by the incident control manager.
- Do not re-enter the building until told it is safe to do so by the Fire Officer in charge.

If you hear the Fire Alarm:

- Leave the building/area immediately using the nearest available exit or stairway. (Do not use lifts)
- Do not stop for anything (tools, clothing, belongings, etc.).
- If you are the last person to leave a room, **check** to make sure there is no-one else in the room and close the door.
- Make your way straight to the Fire Assembly Point.
- If you think someone may still be in the building, notify the Fire Officer or GMCL Security immediately.
- Do not re-enter the building until told it is safe to do so by the GMCL Security who will check the building BEFORE coming to the Assembly Point.

3.2 Buildings, Services and Equipment

All workplaces, services and equipment used in the capacity of work for JMCL must be suitable for their intended purpose and must, at all times, be maintained in a safe condition.

All employees are responsible for notifying any damage, defects, or unsafe conditions without delay.

Maintenance and repair of buildings, contents, services, and equipment may only be carried out by authorized competent persons under the management of GMCL Property Office.

Housekeeping and Storage

A high standard of housekeeping is expected in all areas of the company.

All employees are responsible for ensuring that their work areas are maintained in a clean, tidy and safe condition and for reporting any defects or issues that may pose a risk to health or safety, to their Line Manager who will refer requirements to the GMCL Property Office as necessary.

Access routes, including walkways, doors, gates *etc.*, must be maintained clear and unobstructed at all times. Never store items under staircases or obstruct doors.

All machinery and equipment must be correctly stored and should not at any time be left in such a way as to cause an obstruction or hazard. Employees responsible for stores must ensure safe stacking and storage of all items.

Department managers are responsible for ensuring that equipment and places of work are maintained to the required standards.

Kitchens, Canteens & Food Allergy

All kitchens & canteens used to prepare and serve food to staff and/or visitors are subject to inspection by Local Authority inspectors. The Company will at all times operate these facilities in accordance with current regulations and guidelines.

Food and drinks served in Company canteens is prepared by contract caterers managed and monitored *via* the GMCL Contracts and Compliance Department. The caterer is responsible for compliance with all food safety and hygiene requirements as set down by the Food Standards Agency and for ensuring a full ingredients list is available for all food items provided in accordance with the law.

Any person with food allergies or intolerances is responsible for checking ingredients against the information provided or, if uncertain, checking directly with the catering team.

Any person wishing to use Company kitchen facilities for an event must seek authority from the GMCL Contracts & Compliance Manager and are responsible for ensuring risk assessments are completed and all necessary control measures implemented. This includes assessment and control of risk relating to food allergy.

All employees using facilities provided for the preparation and storage of food and drinks are responsible for ensuring these are maintained clean and tidy at all times.

Electricity

All electrical work carried out for, or on behalf of, the Company must comply with current Electricity at Work Regulations and the latest addition of the Institute of Engineering and Technology (IET) Wiring Regulations, which sets down the national standard for electrical installations in domestic, commercial, and industrial settings.

All electrical installations must be correctly installed and maintained by a qualified electrician as instructed by the GMCL Property Office.

'Live working' is strictly prohibited without the express permission of the company's GMCL Contracts & Compliance Manager and then only after a formal safe system of work has been agreed.

Electrical defects or concerns about electrical safety must be reported to the GMCL Property Office without delay. No person should use, tamper with, or attempt to repair defective electrical equipment or open fuse boxes or switch gear unless they are suitably trained, competent, and authorised.

Portable Electrical Equipment

The company will ensure that portable electrical equipment owned or leased by the company is suitably inspected and tested in compliance with current IET regulations and the Electricity at Work Regulations. Portable electrical equipment (PAT) testing will be carried out by qualified competent persons via the GMCL Property Office. Frequency of testing is determined by the risk assessment carried out in compliance with the IET Regulations and relevant Code of Practice.

Users of electrical equipment are responsible for routinely inspecting the equipment for damage prior to use. Inspection should include the appliance, cable, plug and socket. If any damage or defect is identified or suspected, the equipment must **removed from use** and should be reported to their Line Manager who is responsible for organising the necessary remedial action. Under no circumstances should repairs be attempted.

Only portable electrical appliances and extension leads provided or approved by the Company may be used within the workplace or for work purposes. Extension leads stored on a reel should be fully extended when in use. 'Daisy Chaining' of extensions leads (connection of one extension lead to another) is strictly forbidden.

Residual current circuit breakers (RCDs) must be used with all equipment used outdoors, in wet environments and, as far as is reasonable practicably, with all portable power tools. Power tools used on construction sites and temporary places of work must be operated in accordance with current IET Wiring Regulations.

Fixed Wiring and Hard-Wired Equipment

All fixed wiring installations are subject to testing on a regular, scheduled basis by qualified electricians as arranged via the GMCL Property Office. All records are retained by the GMCL Property Office.

Isolation and Lock-Off

All appliances must be fully isolated from the power source before any maintenance or examination is attempted.

For maintenance work that requires isolation from a power source, the isolator should be in the **locked in position & a sign used** to indicate that work is in progress. If more than one maintenance worker is involved in the work, each of them should lock off the power with their own padlock or lock-off device.

Use of Electrical Equipment Near Horses

Use of electrical equipment near a horse is subject to risk assessment in liaison with senior yard or stud staff. Wherever possible the horse should be removed from the work area. Where this is not possible, the horse must be appropriately restrained and managed by a competent person such that risk of the horse getting caught-up or standing on the cable or causing damage any to part of the appliance is minimised.

Horses must at no time be left unsupervised when near electrical equipment or allowed to walk over electrical cables.

Emergency Lighting

Automatic emergency lighting powered by an independent source will be provided in all areas where sudden loss of light would create a risk. Emergency lighting will be tested and maintained on an ongoing basis in accordance with current guidelines.

Hot Works

All hot works carried out on Company Premises are subject to risk assessment and, where required, issue of a formal Hot Works Permit via the GMCL Contracts & Compliance or GMCL Security Technical Department. Any queries should be directed to the GMCL Contracts and Compliance Manager or the GMCL Events and Residential Security Manager.

Legionella

The company will, so far as is reasonably practical, control the risk of potential colonization by *legionella*. Risk assessments and water system testing will be carried out on a regular basis via the GMCL Property Office. Procedures are in place to monitor and control any systems where the risk of colonization may be higher and control measures will be established to ensure appropriate action is taken should actionable levels of legionella be detected. Records are held in the GMCL Property Office.

Asbestos

The Company will undertake surveys of the workplace to highlight and register the presence of any asbestos-containing materials. The amount, location, condition, and type of asbestos, along with the likelihood of it being disturbed, will be recorded and used for risk assessment and management purposes. The assessment will identify either the need to remove the substance, using appropriately trained & licensed contractors, or leave the substance in place with appropriate means of identification.

Asbestos surveys will be carried out and maintained via the GMCL Property Office and the results made available to any person liable to work on, or disturb, locations where asbestos-containing materials have been identified. **Any person likely to disturb the fabric of a building** must contact the Property Office before commencing work to enable the appropriate checks to be carried out.

In the event of any person identifying a material that they think might contain asbestos, work must cease immediately, and the GMCL Property Office must be notified. Work may not recommence until the appropriate testing and, where necessary, removal, has been carried out and the area confirmed safe.

The GMCL Property Office will ensure that any substance highlighted as a potential risk is tested. Should any material identified as containing asbestos be in a poor condition or pose a risk, short term remedial action should be undertaken to ensure employees and others are not exposed to any risk

Residential Accommodation

Godolphin will ensure that all residential accommodation is provided in a safe and suitable condition and that all relevant statutory obligations have been met.

Responsibility for ensuring that residential accommodation is provided and maintained in a safe and healthy condition rests with the GMCL Property Office. The GMCL Property Office will also ensure that residents are provided with all necessary safety information pertaining to the property and contact numbers for reporting problems or concerns.

Depending on the type of accommodation [private residential accommodation, houses in multiple occupation (HMOs), hostels or guest houses], the Company will seek to ensure that suitable maintenance and safety inspections are undertaken to comply, when applicable with:

- The terms of the tenancy agreement
- Statutory duty or licensing requirements.

Private Residential Accommodation

Gas appliances, boilers, Agas, chimneys, and electrical appliances will be checked at change in occupancy and regularly thereafter (as defined by risk assessment, regulations, or industry guidelines). Fixed electrical wiring will be inspected and tested every 5 years or at change in occupancy or major works.

Smoke detectors and carbon monoxide detectors are fitted in all Company properties within the living accommodation.

Occupants are requested to test detectors weekly and notify any problems to the GMCL Property Office without delay.

Houses in Multiple Occupation (HMO's), Hostel and Guest Houses

Godolphin will operate all hostels, HMOs and guest houses in accordance with current regulations and Local Authority guidelines relating to 'Houses in Multiple Occupation'.

Hostels and HMOs falling within the requirements for mandatory licensing under the Housing Act 2004 (Part 2) will be licensed with the local authority (West Suffolk or East Cambridgeshire District Council) and subject to all necessary inspections.

Responsibilities of Residents & Occupants

Occupants of GMCL properties are at all times required to fulfil their responsibilities and comply with the terms laid down in their License to Occupy, Assured Short-term Tenancy (AST) Agreement and/or Contract of Employment, and to notify the GMCL Property Office without delay of any defect that may require attention.

3.3 Contractors, Agency, and Temporary Workers

Contractors

GMCL will make every effort to appoint and instruct only competent contractors to undertake works on its behalf. Contractors are only permitted on site by prior authorisation from a member of the GMCL Management Team.

Contractors are required to comply with all current Safety Regulations relating to their work and the work of any sub-contractors they may instruct. These include the Health & Safety at Work Act, the Management of Health & Safety at Work Regulations and the Construction (Design and Management) (CDM) Regulations.

The Principal Contactor is responsible for ensuring that all relevant information provided by GMCL for the purposes of safety is passed on to sub-contractors and for monitoring their safe working in compliance with risk assessments and the law.

All appointed contractors and sub-contractors are required to report to GMCL any accident or dangerous incident that occurs in the course of their work for, or on behalf of GMCL, or while on GMCL premises, as soon as possible after the event.

Contractor Protocol

A standard protocol has been established for managing Contractor safety comprising the following documents. These are available from the GMCL Health and Safety Department:

- C1 Contractor Information
- C2A Contact Information & Contractor Agreement (Job Specific).
- C2B Information to Contractors (Standard information for safe working on Godolphin Sites).
- C5 GMCL Contractor Risk Assessment Checklist.

GMCL/JMCL Managers employing, appointing, managing, supervising or otherwise directing contractors are responsible for ensuring:

- C1, C2A (completed with the relevant GMCL information), C2B, the Emergency Procedure and the Fire Assembly Point Map for the relevant site are sent out to the Contractor ahead of works.
- C1 and C2A (completed and signed) are returned to GMCL together with copies of the following documents BEFORE work commences:
 - The Contractor's Employers' and Public Liability Insurance Certificate.
 - The Contractor's current Safety Policy Statement.
 - The Contractor's risk assessments and method statements for the work to be carried out.
- The GMCL risk assessment has been completed and:
 - The contractor has been notified of any hazards on site and the required control measures.
 - The Security Department and all GMCL managers whose teams may be affected by the work have been notified of location, start date and duration of works.
- Site induction is completed at commencement of work
- Adequate monitoring procedures are in place during the course of the contractor's work.

GMCL will:

- Co-operate with appointed contractors over all matters for which there may be a joint responsibility or duty.
- Monitor work in progress.

GMCL/JMCL reserves the right to stop any work that is considered by them to be unsafe or to pose an unacceptable risk. Work will not be allowed to recommence until safety issues have been addressed to the satisfaction of GMCL/JMCL.

If any employee is concerned about the safety of a contractor or their working practices, they should notify their manager, The GMCL Property Office, or the GMCL Safety Manager immediately.

Self-Employed, Agency, Temporary and Visiting Workers

Janah will ensure, so far as is reasonably practicable, that any self-employed, agency or temporary workers are appropriately trained and fit for the work to be carried out.

Janah will assume day-to-day responsibility for Health and Safety for all self-employed, agency, temporary or visiting workers during the course of their work for the Company, during which time they will be subject to the same Health and Safety policies and procedures as GMCL/JMCL employees.

Where workers are employed by an agency, that agency will be provided with full information regarding the work to be undertaken and any hazards present, to allow the employer to carry out their own risk assessments and provide any necessary personal protective equipment (PPE) as identified by the risk assessment.

All necessary PPE will be provided to limb(b) workers as defined in Section 230(3) of the Employment Rights Act 1996 in accordance with the Personal Protective Equipment (PPE) at Work Regulations 2022.

Janah will co-operate with agencies/employers over all matters for which there may be a joint responsibility or duty.

3.4 Construction & CDM 2015

The Company recognises its duties as a Commercial Client for construction works undertaken as part of the business under the Construction (Design and Management) Regulations 2015 (CDM 2015).

All construction and building maintenance work must meet the requirements of both the current Building Regulations, CDM 2015 and the Health & Safety at Work Act.

Compliance with CDM 2015 will be monitored by the GMCL Security, Health & Safety Department. All works falling under these regulations must be notified to the Department.

Where notification of a project to the Health & Safety Executive is required under CDM 2015, the notification must either be submitted *via* the GMCL Security, GMCL Health & Safety Department or a copy provided to that Department before commencement of work.

3.5 Children and Young People in The Workplace

A child is defined as a person who has not yet reached the minimum school leaving age of 16 years. A young person is defined as a person under the age of 18 years. For the purposes of this policy 'child' or 'children' refers to any person under the age of 18 unless specified otherwise.

Children and young persons may be present on GMCL/JMCL premises for a variety of reasons.

- Children of residents and children visiting residents
- Children of employees
- Children of visitors or contractors
- Children on authorised or organised visits
- Young persons employed by the company
- Work experience students
- Trespassers

Company premises include all buildings, grounds (including gallops and paddocks), roadways, car parks and vehicles, other than those provided for personal use.

- Children and young persons must be accompanied and closely supervised by a responsible adult at all times when on company premises unless within the boundary of a residence or authorized area.
- Children are not permitted to walk through the estates alone unless specifically authorized by the company. If necessary, they should be collected from a suitable, pre-determined and agreed point.
- Children and young persons are not permitted in any working area without the specific authorization of the company, even if accompanied.
- **Where permission for any child or young person to visit or access a working area for any reason, the manager giving authorisation will be responsible for ensuring:**
 - All necessary risk assessments are carried out in accordance with the specific duties for young people placed on employers placed on employers under the Management of Health and Safety at Work Regulations.
 - All control measures required to minimise risks are fully implemented.
 - All necessary safeguarding and supervision measures are in place.
- The company will have at least one trained appropriate adult who will act as first point of contact if a concern relating to child protection is raised or a safeguarding issue is disclosed.
- In the event of any safeguarding issue being raised, the GMCL Head of Security Health and Safety must be notified without delay.

Children of Residents and Children Visiting Residents

All residents are responsible for complying with the requirements set out above and ensuring the safety of their children, and any children who may be visiting them, when on company property.

Children of Employees

It is recognized that employees may occasionally need, or wish, to bring their children into the workplace. On such occasions the employee must seek the permission of their manager before the child arrives on site. Any manager authorising the presence of a child within the workplace will become responsible for ensuring the necessary risk assessments are carried out that control measures are implemented, and that the employee is notified of the conditions of their child's visit.

Children of Visitors or Contractors

Contractors and visitors are only permitted on site by prior arrangement with the company (see Section 3.4). Contractors are not permitted to bring children on site.

Any contractor planning to bring a young person over the age of 16 but under the age of 18 years on-site **must** inform Janah Management Company prior to doing so. A child or young person will only be permitted on-site once JMCL have confirmed all necessary risk assessments have been carried out and the required control measures are in place.

Children on Authorised or Organised Visits

The Company regularly entertains parties of children and young people from schools and similar organisations. These visits are usually arranged through the Company's Marketing & Nominations Department or the Charities Departments. Children may also attend visits with parents.

The organising manager is responsible for ensuring risk assessments are carried out and that safe systems and emergency procedures are in place to ensure such visits are conducted safely. These safe systems should be communicated to visiting establishments prior to the visit.

Children and accompanying adults will be briefed on the safety aspects of their visit on arrival.

Young Persons employed by the Company

In the event of a young person between the ages of 16 and 18 years being employed by the company, a risk assessment specific to that young person must be carried out considering the factors for young person's laid down in the Management of Health and Safety at Work Regulations 1999 and all control measures necessary to ensure, so far as reasonably practicable, the safety of the young person in the workplace implemented.

Work Experience Students

Children or young persons may only undertake work experience with the company by agreement of a Company Director or Head of Department.

All work experience must be arranged *via* the GMCL Human Resources Department in liaison with the young person's educational establishment and in accordance with current Education Authority procedures.

All Work Experience Students must have a 'sponsor' within the Company who will be their point of contact and who will take responsibility for organisation of their visit. The sponsor is also responsible for ensuring that all necessary risk assessments are carried out and the necessary identified measures are in place.

Trespassers

No child should be present on company premises without the authorisation of the company. If any person knows, or suspects, that children may be trespassing on the site, they must inform the GMCL Security Department without delay.

3.6 Consultation

JMCL aims to consult with employees regarding any matter that may substantially affect their health and safety at work. Consultation may be directly with the employee, or indirectly, via managers, supervisors, or representatives of the employees.

Managers should consult with employees on a day-to-day basis regarding any Health and Safety matters relating to general safety or to the work being carried out. This should include the outcome of risk and COSHH assessments and the measures required to eliminate or reduce any risks identified.

Any matters considered urgent or dangerous should be notified to the relevant line manager or to the GMCL Security, Health & Safety Department immediately so that all necessary action may be taken.

3.7 Display Screen Equipment (DSE) & Workstations

JMCL will carry out regular workstation assessments for all employees who regularly use a display screen. Users will be requested to complete a Display Screen Equipment Awareness Course and complete a Self-Assessment Questionnaire. This will be reviewed by the Appointed Person who will consult with the individual and, where necessary, their line manager on the results of the assessment. All employees are required to co-operate with these assessments.

The cost of regular eyesight examinations for all employees using display screen equipment on a regular basis will be reimbursed *via* the GMCL HR Department in line with the current policy. If the test shows that the user requires glasses specifically for DSE work, the cost of a basic pair of frames and lenses will be covered by the Company.

Users are entitled to further tests if DSE work is considered to cause them visual fatigue and at regular intervals after the first test.

Chairs and workstations should be adjusted to suit the individual user and provide the most comfortable working position. Guidance can be obtained from the GMCL Health and Safety Manager.

All DSE users are responsible for:

- Ensuring that their chairs are correctly adjusted and seeking help where required.
- Notifying damage or defects to chairs or any other item of equipment without delay.
- Taking regular breaks away from the workstation, e.g., by alternating tasks. This should be a minimum of 5 minute in every hour but preferably 2-3 minutes every half hour.
- Notifying any discomfort to their Line Manger without delay.

Any person who suffers from photosensitive epilepsy should notify his/her line manager before commencing use of a display screen.

Managers are responsible for monitoring safe working, to include ensuring workers take regular breaks away from the workstation. In the event of a manager being notified of problems or discomfort, they should seek advice from the GMCL Health & Safety and Occupational Health Departments.

Where an arrangement exists for an employee to work from home on a regular basis, DSE regulations continue to apply and the manager is responsible for ensuring a DSE assessment is carried out.

3.8 Driving, Cycling & Use of Other Powered Transporters at Work

Horses

- Horses take precedence on all GMCL Sites and have right of way on all estate roads.
- Due care and attention must be paid to the horses at all times.
- When approaching horses, all vehicles must slow down, stop if necessary and wait until all horses are safely past before recommencing their journey.
- Any person asked to cease work because a horse is approaching must do so immediately and must not re-commence their work until the horse is clear of the area.

Driving, Parking, Cycling & Powered-Transporters on GMCL Premises

- **All Laws relating to use of the public highway also apply when driving on GMCL sites or estates.** This applies to all vehicles, including motorcycles, motor scooters, mopeds, bicycles, e-bikes, e-scooters and e-skateboards.
- **All vehicles** driven on site, or for any business purpose, must be fully roadworthy with current MOT, tax and insurance.
- **Site speed limits** must be adhered to at all times. Periodic Speed checks are carried out via the GMCL Security Department.
- **Bicycles** must be maintained in a safe condition. They must have white front and red rear lights and be fitted with a red rear reflector or amber pedal reflectors in accordance with the Highway code. Lights **MUST** be lit during hours of darkness or poor visibility. Use of high visibility clothing is strongly recommended.
- **Electric Scooters** (or e-scooters) and **Electric Skateboards** are classed as motor vehicles under the [Road Traffic Act 1988](#). This means that the rules applying to motor vehicles, also

apply to e-scooters and e-skateboards, including the requirement to have a licence and insurance.

It is legal to use an e-scooter or e-skateboard on private land with the permission of the landowner. As such, any person wishing to use an e-scooter or e-skateboard on a GMCL site must apply for authorisation *via* their manager. Any authorisation given will be subject to risk assessment *via* the manager and may be subject to restrictions.

- **Pedestrians** walking on GMCL sites must at all times remember that it is a workplace and pay all due respect and attention to traffic on site. This includes keeping to the correct (right) side of the road and moving promptly out of the path of oncoming vehicles. Walkers and runners are requested to ensure that high visibility clothing or appropriate lighting is used during hours of darkness or in poor lighting conditions.
- **All road users** must be aware of, and pay due care and attention to, the presence of children and pets on estate roads.
- Any person concerned about traffic safety on site must report this to the GMCL Security Health and Safety Department without delay. Dangerous incidents and near misses should be reported using the accident book.

Access

- Access to the majority of sites is controlled and/or monitored by 24-hour Security.
- Service Yards and similar work areas where there is continual vehicle or horse movement must not be used as a through route to other areas of the estate. Access to such areas is permitted for work purposes only.
- Access routes for large vehicles and contractors must be arranged *via* the manager in charge.

Parking

- All vehicles parking on GMCL property should be parked in designated parking bays or areas.
- Cars **must not** be parked in front of access doors or gates, in access routes, or in any other location where they may cause an obstruction, create a hazard or block/restrict access by an emergency or any other vehicle.
- Parking for large vehicles or contractors accessing the sites must be arranged with the manager in charge and, where necessary, notified to GMCL Security.

Driving Licence Categories and Checks

All employees driving for work purposes are responsible for checking that they hold the correct 'entitlement' for the category of vehicle they are driving. These are shown on the reverse of the driving licence and can be checked online or *via* the GMCL Transport Department. Some entitlements may have additional restrictions which can also be checked online or *via* the GMCL Transport Department.

Any person towing a trailer for work purposes must check to confirm that they are licenced to do so. Restrictions apply to all drivers who passed their test on or after 01 January 1997.

Managers are responsible for confirming that any members of their team who drive for work purposes hold the correct licence category for the vehicle(s) they are required to drive. If in doubt, contact the GMCL Transport Department.

All staff driving company vehicles or otherwise driving for business purposes are required to sign up to the Company's Licence Check Provider. Licences are checked annually, or more frequently if the driver is assessed to be a higher risk (six points or more on their licence).

Company Vehicles & Driving for Work Purposes

Driving for work purposes is subject to risk assessment, to include journey time and road conditions. This is the responsibility of both the manager and the individual.

All persons provided with a Company vehicle, whether for business or personal use, are required to at all times comply with both the law and the guidance and procedures laid down in the Company Vehicle Handbook. All drivers must familiarise themselves with the contents of this booklet which can be accessed in the vehicle or *via* the GMCL Transport Department.

A full demonstration of the controls and features of a new vehicle, by a member of the GMCL Transport Department, is offered at handover of a Company vehicle. A 'Vehicle Handover' checklist will be completed at this point. This must be signed by both the driver and the person handing over the vehicle. Checklists will be retained in the GMCL Transport Office.

A full demonstration of controls and features is also offered at handover of pool cars for temporary use. The Vehicle Handover Checklist does not apply to pool cars. Where pool or hire vehicles are requested by Line Managers, it is the responsibility of that manager to ensure that the person(s) who will be driving the vehicle are competent and holds the correct category of licence for the vehicle provided.

If the driver, or purpose of use, of a Company vehicle is changed it is the responsibility of the Line Manager to ensure that the GMCL Transport Department is informed so that the necessary vehicle handover and risk assessments can be carried out.

All users of Company vehicles are required to report any damage or defects to the GMCL Transport Department without delay. DO NOT continue to drive any vehicle with a suspected defect until it is confirmed safe via the Transport Department.

Smoking or vaping is not permitted inside any Company vehicle.

Use of Private Vehicles for Company Business

Employees using their own vehicles for work purposes must gain authorisation from both their Line Manager and the Transport Department.

If authorisation is given, they will be required to fill out a form providing the vehicle details and its purpose of use. The vehicle will then be added to the Company's fleet software which will enable the Transport Department to check that the vehicle is legal with a valid MOT and Road Tax.

All employees using their own vehicle for work purposes are required to maintain the vehicle in a safe, roadworthy and legal condition and must have a motor insurance policy that covers them for business use

Commercial Vehicles (Not Including Agricultural Vehicles)

All commercial vehicles over 3.5 tonnes that meet the relevant criteria are covered under the Company's Operators ('O') License Agreement.

Tachograph data is uploaded to a third party-host and analysed by the JMCL Fleet & Transport Manager who is also responsible for retaining these records.

All large goods vehicles are professionally inspected every nine weeks. Schedules and records for MOT's, servicing and inspection of Company vehicles are retained by the JMCL Fleet & Transport Manager.

These vehicles are only driven by employees with the correct vocational driving documents.

3.9 Enforcement Officers

The Health and Safety Executive (HSE) and the Local Authority are tasked to monitor and report on the Health and Safety of the workplace. They, the police, the Environment Agency and the DHSS are empowered to enforce legislation and prohibit practices that they consider to be dangerous. Enforcement Officers are expected to produce any warrants they hold on request.

HSE Enforcement Officers have the power to:

- Enter and inspect the premise, with the police if required.
- Investigate accidents and dangerous occurrences.
- Require areas to be left undisturbed after an accident.
- Take possession of any article and take samples of substances should they consider those substances to be suspect.
- Seize or render harmless articles or substances where they consider there to be an imminent risk.
- Require those with knowledge of an incident to give that information either in written format or verbally.
- Inspect and take copies of documents and records to enable them to investigate an incident.
- Require assistance from JMCL/GMCL within JMCL/JMCL limits.
- Require facilities whilst at the site.

All employees must cooperate fully with any enforcement officer who requires them to do so. A list of any reports or copies of reports that have been taken or requested should be given to the Head of Security, Health & Safety.

The attendance of an enforcement officer at any site should be notified without delay to the Head of Security, Health & Safety or, in his absence, the Health & Safety Manager, who will arrange for them to be accompanied as required.

3.10 Fire Protection

The Company will assess the fire risks associated with all work premises and implement control measures to ensure these risks are minimized so far as is reasonably practicable. This will include the implementation of procedures for the safe evacuation of employees in the event of a fire. (Ref: Godolphin Management Company Ltd. Fire Safety Policy).

Fire risk assessments will be carried out on all buildings used for work purposes on GMCL estates *via* the GMCL Fire Safety and Security Manager. Fire Risk Assessments will include:

- The requirement for any fire detection system and/or firefighting appliance where applicable.
- Identification of safe routes of evacuation and the clear marking and lighting of such routes.
- Precautions required in respect of flammable materials.
- Identification of high-risk substances or areas.

-
- Training and instruction on fire safety and awareness.

Any significant findings of the risk assessment will be written down and appropriate actions taken to ensure the risks are reduced to, and maintained at, an acceptable level.

Risk assessments will be reviewed annually, if a significant change of use has occurred at the premise, or in the event of any alteration or addition to the building, including internal changes.

Fire Detection Systems and Alarms

All systems, both automatic and manual, used for raising the alarm in the event of a fire should be tested on a regular basis. Records of these tests and any additions and/or maintenance visits on the system will be retained in the appropriate logbooks by the GMCL Security Health & Safety Department.

Fire Exits, Escape Routes, and Assembly Points

Fire exits, escape routes and assembly points will be clearly marked using the appropriate signage. Fire exit doors and escape routes must be kept clear and unobstructed at all times. All new JMCL employees will be shown a PowerPoint presentation on the best escape routes, no matter where they are in the building.

Fire Extinguishers

Fire extinguishers are located throughout all areas. These will be checked monthly and serviced annually via the GMCL Security, Health and Safety Department. All staff should ensure they are familiar with the location of extinguishers and escape routes in their work area / accommodation.

Each fire extinguisher will be clearly marked with the type of substance it contains and the type of fire it is designed to deal with. It is important to check the labelling before use.

Fire extinguishers **must not** be removed from their correct location, or used to hold open doors etc.

All new JMCL employees are shown a PowerPoint presentation on the location of fire extinguishers and the types of fires they are used on.

Flammable Materials

All flammable material must be clearly labelled and correctly stored. Any person who is unsure should speak with their manager or supervisor, GMCL Fire Safety and Security Manager, or the GMCL Safety Manager.

Fire Evacuation Practices

Fire Evacuation Practices will be carried out to a regular schedule via the GMCL Security Department in liaison with the Janah Appointed Person. All staff are expected to comply with Fire Evacuation practices and leave the building and assemble at the muster point. Staff should not re-enter any building until they are told to do so by the person in control.

3.11 Horses and Livestock

Horses

Due care and attention must be paid to the horses at all times. Horses have precedence on all estate roads and drivers are required to stop and wait for the horses to pass unless instructed otherwise by the handler.

All yards are no unauthorised access areas. No employee shall approach or attempt to hold, lead, ride or handle a horse in any way without the appropriate training and the permission of the Yard Management staff.

No works shall be carried out in the vicinity of horses or yards without prior permission from the Trainer, Assistant Trainer, Yard Manager or Stud Groom who will arrange for this to be carried out safely.

Equine Swimming Pools and Hydrotherapy Units

No unauthorised staff may access the hydrotherapy, treadmill or other therapy areas. These areas are monitored by security cameras at all times.

Buoyancy aids (floats & life jackets) and poles are provided for use in the event of an emergency. These are serviced annually via the Health and Safety Department and must not be abused, misused or moved from their correct points of storage. If any defect or damage to these items is noticed it should be reported to the facility manager or the Health & Safety Manager immediately for repair or replacement.

All GMCL employees involved in swimming horses, or maintenance of the equine pool and surrounding area, should wear a life jacket when in the pool area in accordance with their risk assessments.

Under no circumstances may any person attempt to swim or enter the water in any equine facility.

Livestock

Sheep, cattle, and other livestock are present on some GMCL estates. No person should attempt to access paddocks, touch or attempt to handle livestock in any way without authorisation.

Employees and others should be aware of the use of electric fencing around paddocks and hazards associated with working near livestock. If in doubt, seek advice.

Quarantine and Disease

At certain times, areas may be used for quarantine of horses preparing to travel abroad. Quarantine regulations are strict. At no time may any unauthorized person enter a quarantine area.

JMCL/GMCL also has concerns relating to the spread of any disease involving horses and livestock. In the event of any concern, employees and others accessing the estates will be informed of any measures introduced.

Any person who has knowingly been in contact with an equine or livestock disease must inform JMCL/GMCL **before** coming onto GMCL premises. This may include any stud or stable where infectious disease has been identified. This measure is in force for up to seven days prior to entry onto GMCL premises.

3.12 Information, Instruction, Training and Supervision

JMCL is committed to providing all employees, contactors, agency and temporary workers with the information, instruction, and training necessary to enable them to carry out their work safely and without risk to health.

The Health and Safety Policy, emergency procedures and arrangements in place for safe working within Janah will be introduced to all new employees during induction training. The current version of the Company Health and safety policy will at all times be available in electronic format on the company shared drive.

JMCL will display Health and Safety information on notice boards in the main building.

This will include:

- Employers Liability Insurance Certificate
- Health and Safety Policy
- Health & Safety Law: What you need to know (poster)
- Fire Assembly Points Map
- Emergency Procedures & Numbers
- First Aiders

Day-to-day instruction and information will be provided by managers and supervisors on an on-going basis. Any information that may affect Health & Safety procedures within an area will be communicated directly by the manager or supervisor.

Training

Janah will, so far as reasonably practicable, ensure all employees have received the training necessary to carry out their work safely and without risk to themselves or others.

- The Line Manager is responsible for identifying training requirements within their team and take the necessary action to ensure these are fulfilled.
- All new employees will undergo induction training at commencement of employment as notified by the GMCL Human Resources Department.
- All employees will be informed of the likely risks that they may encounter at work and receive the necessary training in safe working procedures *via* their line managers or supervisors.
- Any new equipment or processes will be risk assessed by the Appointed Person prior to commencement of duties & adequate training will be provided for all operators and emergency response teams.
- No employee should ever undertake work for which he or she has not been adequately trained or has not been authorized to carry out. It is the responsibility of all employees to notify their manager if they consider they require further training to allow them to carry out a task safely.
- Employees expected to carry out any function under Health and Safety legislation or under this Health and Safety Policy will be provided with adequate training to carry out those functions.
- All training records are maintained by the Appointed Person and made available to the GMCL Health and Safet Department on request.

Competence

In general terms, the definition of a competent person is a person who has the necessary training, skills, experience, and knowledge to carry out a task and their ability to apply these to perform that task safely. Other factors, such as attitude and physical ability, can also affect a person's competence to carry out a job safely.

For an individual to be assessed to be competent he or she must be able to demonstrate adequate experience, knowledge and, when indicated, qualifications to undertake working tasks safely.

Managers and Supervisors must be satisfied that individual employees are competent to carry out the tasks required of them safely.

An employee's level of competence should be taken into account when conducting risk assessments and any further information, instruction, training or supervision necessary to enable the employee to carry out their work safely should be identified and provided as appropriate.

As competency is likely to increase with time and experience it may be necessary for employees who are less experienced to be additionally supported until they become more confident and competent.

Supervision

JMCL will ensure that adequate supervision is provided to monitor safe working and to ensure workers understand safe working procedures, the risks associated with their work environment and the measures in place to control them.

Managers and supervisors are required to monitor and ensure:

- Control measures required protect against risk are fully and correctly implemented.
- Equipment provided in the interest of safety is in good order and is being used correctly.,
- Employee are working safely and in accordance with training and safe working procedures
- Employees have the necessary capacity & competence to carry out their job safely.

Any concerns should be raised with the Department Manager.

All persons managing or supervising others must be competent to do so. Supervisors must be trained in safe working procedures, the specific hazards related to the processes being carried out and how risks should be controlled. Supervisors must also be fully informed of what is expected of them in terms of Health & Safety and be fully familiar with the contents of the Company Health & Safety policy and associated safety arrangements.

Senior Managers will ensure relevant individuals have the time and opportunity to interact with others to fulfil their supervisory responsibilities.

JMCL will ensure workers are instructed how to raise concerns and that managers and supervisors recognise the possibility of problems resulting from unfamiliarity, inexperience and communication difficulties.

3.13 Machinery and Equipment

Purchasers of equipment and machinery are responsible for ensuring that it is fit for purpose and marked with the CE or UKCA mark.

If a product is intended for the GB market and in scope of relevant UK product safety legislation it must have the UKCA conformity marking applied and meet all the other requirements of the applicable legislation before it can be placed on the GB market.

However, to allow businesses time to adjust, the government have introduced legislation that continues to allow recognition of the CE marking for goods being placed on the market, or put into service in Great Britain, until 11pm on 31 December 2024.

Equipment and machinery may only be operated by trained, competent and authorized persons and must be used and maintained in accordance with training and manufacturers' instructions.

All equipment and machinery must be appropriately and correctly stored to minimize the risk of damage to the equipment and ensure it does not present a risk to others. Keys must not be left in unattended vehicles or machinery.

Vehicles or equipment suspected to be defective must be removed from use until repaired or replaced.

Managers are responsible for ensuring:

- Routine checks, maintenance and repair are carried out as required and the necessary records are retained.
- All service and repair records are retained and can be made available to the Health & Safety Department on request.
- All repairs are carried out promptly and defective equipment is not used while awaiting repair.

The user is responsible for ensuring routine pre-operation checks on all equipment are completed and faults or defects are reported to the line manager without delay. These checks must be recorded and the records retained by the manager.

No person may attempt to repair or modify a vehicle or item of equipment unless trained, competent and authorized to do so.

Equipment must not be repaired or modified in any way without referral to the manufacturers' manual for the limitations imposed on operator repairs.

All persons responsible for employing third parties to rectify equipment defects must ensure, so far as is reasonably practicable, that these persons are appropriately qualified.

Safe Stop & Isolation of Equipment

Significant injury can result from contact with moving parts or debris flung from moving parts. Before approaching any moving parts (including engines) or attempting any inspection, adjustment or maintenance of equipment or machinery with moving parts:

- **Safe stop must be used**
- **Machinery must be isolated from the power source**
- **All moving parts must be allowed to fully cease movement**

For any maintenance work that requires isolation from a power source, the isolator must be locked in position (Lock-off) and a sign used to indicate that work is in progress.

If more than one maintenance worker is involved in the work, each of them should lock off the power with their own padlock or lock-off device.

SAFE STOP MUST BE USED AT ALL TIMES & WITH ALL VEHICLES.

Before leaving the cab or driver's seat of a vehicle, or allowing any person to approach moving parts:

- **Apply the handbrake.**
- **Make sure all equipment and controls are in the safe position / attachments lowered.**
- **Switch off the engine.**
- **Remove the keys.**

Tack

- All staff working with horses are responsible for checking their tack on a daily basis.
- Any damage, wear or defect should be reported to the line manager without delay so that repair or replacement can be arranged.
- Always check that stirrup leathers are securely fitted and, where applicable, that safety clips are functioning correctly.
- At no time should any person use tack that is, or is suspected to be, in any way defective.
- Managers are responsible for carrying out regular spot checks on tack and ensuring any item showing signs of wear or damage is removed from use.

3.14 Manual Handling

The company aims to assess and control manual handling operations in accordance the Manual Handling Operations 1992.

As far as is reasonably practicable, hazardous manual handling operations (*e.g.*, heavy, unbalanced, or large loads or unsafe conditions) will be avoided. This may be done by re-designing the task to avoid the requirement to move the load (*e.g.*, by having a load delivered to its final location) or by automating or mechanizing the process.

Where potentially hazardous manual handling operations cannot be avoided, a risk assessment for the operation must be carried out by the Manager and means of reducing the risk identified and implemented prior to the operation. Particular consideration should be given to the use of mechanical assistance (*e.g.*, trolleys, lift trucks, telehandlers and hoists). Where this is not reasonably practicable, other improvements to the task, the load and the environment should be considered.

Managers are responsible for ensuring that all staff for whom manual handling forms an essential part of their duties, or who undertake tasks for which a manual handling risk has been identified, have received suitable and sufficient manual handling training. All new employees receive basic Manual Handling instruction at induction. Any person who feels they require additional training should contact their line manager in the first instance.

All employees have a duty to follow training, use good handling practice and make proper use of handling aids and systems of work laid down for their safety. If any potentially hazardous manual handling operation is identified, employees should inform their supervisor or the Safety Manager.

At no time should any employee attempt to lift, move or handle any load that may be beyond their capability or put themselves or others at risk by their actions.

Where a lift involving more than one person is unavoidable, the lift must be planned and all persons involved should clearly understand how the lift will be carried out and what to do if anyone has a problem during the lift.

3.15 Monitoring

JMCL has a duty to monitor the effectiveness of those measures implemented to ensure safe working and a healthy environment within the workplace.

It is the responsibility of the Heads of Department to implement such monitoring as is required to ensure that the JMCL Health & Safety Policy is implemented and that safe working practices are adhered to on a daily basis within their department.

Routine audit inspections are carried out by the GMCL Health & Safety Department to ensure that standards are maintained and make suggestions on improvements. Findings are reported to the Manager of each area and copied to the Head of Department who is responsible for ensuring that any remedial action required is completed in a timely manner.

The GMCL Head of Security, Health & Safety will be responsible for advising the Board on matters of Health & Safety and advising on changes concerning legislation updates.

3.16 Noise and Vibration

Noise

The hazard presented by noise depends on two things, how loud the noise is and the length of time a person is exposed to it.

JMCL will assess the risk to employees from exposure to noise at work and take such action as is required to reduce any noise exposure identified as a such risk to an acceptable level

Where noise cannot be reduced by any other means, employees will be provided with hearing protection and hearing protection zones will be established.

Information, instruction, and training will be provided on any control measures provided and health surveillance will be carried out where this is identified as a requirement.

JMCL will monitor use of noise control measures to ensure, so far as is reasonably practicable, that any controls provided for the purpose of noise control are properly used as required.

All employees are required to make proper and correct use of control measures provided for the purposes of their safety and to report any concerns to their Line Manager, GMCL Health and Safety or Occupational Health without delay.

Vibration

Hand-arm vibration is vibration transmitted from work processed into workers' hands and arms, typically by hand-held power tools which frequently also produce noise. Regular and repeated exposure to hand-arm vibration can cause a range of conditions, collectively known as Hand-Arm Vibration Syndrome (HAVS). Occasional exposure is unlikely to cause ill health.

Whole-body vibration is transmitted through the seat or feet typically from large mobile machines.

JMCL will assess the risk to employees from exposure to vibration and introduce such measures as required to control any risk identified. Information, training, and health surveillance will be provided as required to any employee identified by risk assessment as being at risk.

Employees who become aware of symptoms should notify their Line Manager, the GMCL Health & Safety Manager or the GMCL Occupational Health without delay. For hand-arm vibration these symptoms are tingling and numbness in the fingers, loss of feeling or strength in the hands, or fingers going white and becoming red and painful on recovery.

If any person is unsure, assistance is available from GMCL Health and Safety or GMCL Occupational Health Departments.

3.17 Occupational Health

Occupational Health is the promotion and maintenance of the highest degree of physical, mental, and social well-being of workers in all occupations by preventing departures from health, controlling risks and the adaptation of work to people, and people to their jobs.

The company will ensure that it meets its obligation with regard to occupational health and will ensure that, when indicated by statutory duty or risk assessment, employees are referred for appropriate occupational health assessment and/or health surveillance.

The GMCL Occupational Health adviser should at all times be consulted in the event of a member of staff suspecting that they are experiencing symptoms of a work-related injury or illness or may not be fit to carry out their normal duties safely.

Occupational Health services are developed and coordinated via the GMCL Human Resources Department.

3.18 Pregnancy

JMCL will assess the risks to which new and expectant mothers are likely to be exposed whilst carrying out their work activities. Where an employee's work cannot be undertaken due to the pregnancy for safety reasons, then suitable alternative work will be discussed with the employee.

Employees who are pregnant, have given birth in the previous six months or are breastfeeding should inform the GMCL Human Resources Department in writing as early as possible. As soon as notification is received, an individual risk assessment will be carried out. This will take into consideration the specific duties carried out by that employee and will be reviewed on a regular basis throughout the pregnancy.

Working conditions that are generally considered acceptable may no longer be so during pregnancy. It is the Company's Policy that employees should cease riding duties in the workplace as soon as pregnancy is notified, resuming their normal duties on return from maternity leave should they wish.

All risk assessments for new and expectant mothers will be carried out with the full participation of the employee and will be recorded on the employee's personnel file. The Appointed Person will maintain a log of these assessments and carry out regular monitoring to ensure the duties undertaken by the individual are within their capabilities.

All employees should be aware that sheep can present a hazard to pregnant women during the lambing season. Any person who is, or thinks they may be pregnant, should avoid contact with the sheep.

3.19 Personal Protective Equipment (PPE)

JMCL will provide employees and limb-b workers with personal protective equipment, as determined by risk assessment, where it is not possible to further reduce risk by any other means. JMCL will provide this equipment free of charge* and ensure that it is suitable for its intended use. Information will be provided concerning the safe use, storage, maintenance and replacement of PPE issued.

*Where an employee requests alternative PPE to that provided by the Company out of preference rather than requirement, permission MAY be given by the manager to purchase the preferred item and pay any excess themselves. This will at all times be subject to proof of suitability and compliance.

Only PPE supplied by JMCL may be used unless specifically authorized *via* the GMCL Security, Health & Safety Department prior to use.

PPE will be replaced by the Company on a regular basis or earlier if required (due to wear, damage or the PPE no longer being appropriate).

All employees provided with PPE are required to wear this in accordance with the risk assessment and are responsible for its correct use, care, maintenance and storage and for requesting replacement without delay should any item become worn or damaged.

Requests for replacement PPE should be submitted via the Line Manager. ALL PPE issued by the Company must be recorded and signed for and records kept.

Skull Caps and Body Protectors

- Skull caps and body protectors will be provided to all those requiring them on commencement of employment. These must be worn, correctly fastened, at all times when mounted and at any other time deemed necessary by risk assessment.
- All skull caps and body protectors issued by the Company will be professionally fitted.
- **Skull caps** must conform to PAS 015:2011 and have a CE marking. These standards must be clearly visible on the label. Any skull cap not showing these standards is not acceptable.
- **Body protectors** must conform to (BS or CSN) EN 13158:2009 and BETA Level 3. (Level 1 Body protectors may be worn for race riding only).
- Skull caps and body protectors will be replaced, *via* the Health & Safety Department, approximately every three years or sooner if worn or damaged.
- Skull caps that are subjected to an impact, either during a fall or for any other reason must be reported to the Health & Safety Department for immediate replacement.

All staff allocated skull caps and body protectors are responsible for:

- Checking their skull caps and body protectors regularly and reporting wear or damage to their manager who will arrange replacement as required.
- Wearing their skull caps and body protectors correctly as set down in this Policy, the BHA Rules of Racing and at all times determined necessary by risk assessment.
- Using their experience and expertise to make live risk assessments of the horse and situation and wearing their skull caps as necessary, not just when riding.
- Collecting new equipment without delay once issued with a purchase order and returning the receipt and, where required, issue for to the Health and Safety Department within 14 days.

High Visibility Clothing

High visibility clothing is provided to riders, racing staff who accompany horses on roads, maintenance staff and any other employee for whom a requirement is identified by risk assessment. This must be worn at all times as instructed. High visibility clothing must conform to a minimum of EN471 Class 2.

High visibility clothing must be correctly used by all employees working on or alongside the public highway.

3.20 Radiation (X-Ray)

GMCL will protect its employees from harmful levels of ionizing radiation whilst in the workplace.

All work involving ionising radiation will be carried out in compliance with the 'Ionising Radiation Regulations 2017 (IRR17)' and the associated 'Approved Code of Practice' as set down in the Local Rules for the facility.

Radiation Protection Supervisors (RPS) and a Radiation Protection Advisor (RPA) have been appointed to oversee compliance with these regulations and ensure work is carried out safely and in accordance with legislation and Local Rules. The RPS has authority within the X-ray facility.

The Local Rules for each facility forms part of this Safety Policy. These will be reviewed annually by the RPS and the GMCL Health & Safety Manager and submitted for approval by the RPA.

GMCL will work closely with other employers whose employees may use, or be exposed to, ionising radiation while working on GMCL premises to ensure good communication and co-operation.

X-ray equipment and personal protective equipment for X-ray is regularly inspected and maintained in accordance with the regulations and manufacturer's recommendations. All maintenance and repair is organised by the RPS and records are retained both within the facility and in the GMCL Health and Safety Department.

The RPS is responsible for ensuring all records required under the terms of IRR17 and the local rules are adequately maintained and retained for inspection as required.

A radiation protection survey for each facility will be carried out by the RPA at commencement of use and annually thereafter. All records necessary for this inspection are collated by the GMCL Safety Manager who will also ensure any actions identified in the survey report are addressed.

Every person involved in radiographic procedures must be appropriately trained as directed by the RPA and has a duty to comply with the principles of radiation protection and the Local Rules for the area. All staff working in designated X-ray facilities will be issued with personal dosimetry monitors. These must be worn correctly at all times when attending X-ray sessions and the appropriate records retained.

Access to X-ray facilities is strictly limited to trained and authorised personnel. No person should attempt to enter the facility when the 'X-Rays in Progress' sign is lit or the doors to the unit are closed.

Where staff are present during X-ray to hold a horse, or for any other reason, they do so under the authorisation and instruction of the vet in charge. The vet in charge is responsible for ensuring the appropriate PPE is provided and worn, all control measures are correctly applied, and records are retained correctly in accordance with the Local Rules.

3.21 Risk Assessment and COSHH Assessment

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, JMCL will:

- Identify the hazards that could cause injury or illness within the business.
- Identify who may be harmed and how.
- Assess how likely it is that someone could be harmed and how seriously (the risk).
- Take action to eliminate the hazard, or if this is not possible, to control the risk.

Heads of Department will instruct risk assessments to be carried out for both employees and any other person who may be affected by the work being undertaken and are responsible for ensuring these assessments are completed correctly. Risk assessments should be carried out to standard Company format unless agreed otherwise with the Health & Safety Department.

The manager in each area is responsible for:

- Ensuring all necessary risk assessments are carried out.
- Ensuring that the control measures identified to reduce risk are fully implemented.
- Notifying staff of the hazards and the control measures necessary to minimise risk.
- Reporting back to the Head of Department as required.

Assessments must be reviewed regularly or whenever there is a change in procedure, personnel, equipment, or environment.

All employees are responsible for:

- Assisting in the risk assessment process as required, working safely and complying with any safety measures identified by the assessments.
- Ensuring they have thoroughly read and clearly understand the risk assessments relevant to their work and raising anything they do not understand, disagree with, or are unclear on, with their Line Manager.
- Making their own assessment of the risk before commencing any work task and consulting their manager or supervisor if they are unsure or think that additional measures (including training) are required to minimize the risk.

If the work involved is not considered a 'normal task', *i.e.*, it is a new task, a new item of machinery or equipment, or it is in a different environment, a risk assessment should be carried out before that work commences.

Under no circumstances should an employee undertake any work for which he/she is not suitably qualified or trained.

Assessment of the risks presented by harmful substances must be carried out in compliance with the COSHH (Control of Substances Hazardous to Health) Regulations. (See following Section).

COSHH Assessment – Control of Substances Hazardous to Health

COSHH assessment is the assessment of risk from exposure to harmful substances. COSHH assessments will be carried out for all potentially harmful substances. This includes biological hazards and allergens.

Wherever possible, use of, or exposure to substances identified as hazardous to health will be avoided. Where this is not possible, GMCL will ensure adequate controls are put in place to reduce the risk as far as is reasonably practicable.

Chemical Substances

It is the responsibility of the Manager to ensure that material safety data sheets (MSDS) are obtained and COSHH assessments are carried out for all potentially harmful substances used by their teams or stored in their work areas.

Managers and supervisors responsible for potentially harmful substances must ensure that:

- They are safely and correctly stored and clearly labelled.
- All employees required to use them have been made aware of the COSHH assessment, hazards and control measures, and have been trained in safe methods of use.
- Protective equipment identified as being required is provided and employees are trained in its correct use.
- All employees &, where necessary, any others accessing the area have been made aware of the presence & location of hazardous substances (e.g. vermin poison & applied pesticides).
- Redundant and out of date substances and containers are correctly and safely disposed of and are not allowed to build up.

All employees are responsible for:

- Checking COSHH assessments and Safety Data Sheets
- Not using any potentially harmful substance that they have not been trained for
- Never removing labels, decanting substances into un-labelled secondary containers or using substances from unlabeled containers.
- Keeping containers clean, sealed and correctly stored.

Any employee who believes he or she may have come into direct contact with a harmful substance should report this to their supervisor/manager and the JMCL Appointed Person immediately.

If it is necessary to take any person to a doctor or hospital due to exposure to a harmful substance, the safety data sheet for that substance should be taken with them.

Veterinary Medicines

Veterinary medicines retained on site must be stored in a locked cabinet under the supervision of the appropriate manager. Only trained and authorized members of staff and veterinary surgeons are permitted to administer veterinary medicines. Persons authorised to administer medicines are also responsible for ensuring all necessary records are retained. Disposable gloves should be used at all times when handling veterinary/pharmaceutical preparations.

Veterinary preparations must not be transferred into different or unlabelled containers or used in or near sinks used for washing hands, or for food/drinks purposes (including, e.g., washing mugs).

Pesticides

The Company recognises its obligations to the safe and expedient use of all forms of pesticides and will ensure that it meets its obligations and responsibilities with regard to COSHH, the Plant Protection Products Regulations and the formal Code of Practice for using Plant Protection Products (the Green Code).

Pesticides may only be purchased and applied by employees who are formally trained, authorized and considered competent by the Company.

The manager of any team using pesticides is responsible for ensuring:

- All necessary risk and COSHH assessments have been completed.
- Employees have received all required training and protective equipment and monitoring is in place by means of good supervision, to ensure this is used correctly and at all times required.
- All necessary records are correctly completed and retained.
- All areas treated with pesticides are clearly identified by use of signage and notified to the teams working in the area by direct communication ahead of application.

Health surveillance will be carried out for all employees using pesticides in the course of their work.

3.22 Smoking, Vaping & Mobile Phones

Smoking

Smoking and vaping are strictly prohibited in all buildings and substantially enclosed work areas (including hostels), in any company vehicle and in or near any outdoor area where there is a high risk of fire, e.g., stable yards, hay/bedding stores, muckheaps and any area where oxygen may be in use.

Smoking is permitted in designated outdoor areas and during breaktimes only. On no account may any person smoke or vape whilst riding or handling a horse.

Breach of these rules may result in disciplinary action, up to and including dismissal.

Mobile Phones and Personal Electronic Devices

Use of personal mobile phones, ear buds, headsets and any other personal electronic device that may cause the user to become distracted, fail to hear approaching danger or fail to hear warning of danger (e.g., alarms), is strictly prohibited whilst working unless express permission has first been granted by the Manager further to risk assessment.

Any manager giving permission for use of such devices is responsible for ensuring that a risk assessment has been carried out and all necessary measures required to reduce the risk to an acceptable level have been implemented.

Personal mobile phones may be carried but may only be used during break times or in the event of an emergency. On no account may any person use a mobile phone while riding or handling a horse other than to call for assistance in an emergency.

3.23 Lone & Night Working

Any person working alone, must:

- At all times carry a charged mobile phone, radio, or other means of communication.
- Ensure that at least one person (their manager/supervisor and/or a person who will miss them) is aware of their whereabouts and expected return time.

Lone working out of hours should be advised to GMCL Security so that they are able to monitor the employee (or contractor) for safety purposes.

All managers of lone workers (including contractors) are responsible for ensuring that a suitable and sufficient risk assessment has been carried out and a robust lone working procedure is in place. Assistance from the GMCL Security team can be requested *via* the GMCL Head of Security, Health & Safety.

Any person required to work at night who has been advised not to do so by a medical practitioner must notify their line manager without delay so that all necessary adjustments can be made. The Company will, in accordance with the requirements of current Working Time legislation, offer each night worker annual health screening *via* the GMCL Occupational Health Department.

3.24 Visitors

Only authorised visitors are permitted on JMCL premises and should be accompanied at all times unless agreed otherwise with the relevant Manager.

Visitors are not permitted in any work area without the authorisation of a member of the JMCL Management team.

The authorising manager is responsible for ensuring:

- All necessary risk assessments have been carried out.
- Control measures have been implemented to minimize risk to visitors, GMCL employees, horses, livestock and any others who may be affected.
- Security have been informed of the visit.

3.25 Welfare & Personal Safety

Welfare

JMCL is committed to providing adequate welfare facilities to all persons working on, or visiting, the estates. As a minimum, JMCL will ensure all employees have good access to sanitary conveniences and washing facilities, a supply of wholesome drinking water, facilities for changing into and out of special clothing, an area for preparing hot food and drinks and facilities to rest and eat meals. Facilities will be maintained to a high standard.

All staff are required to keep facilities provided for welfare in a clean, tidy and hygienic condition. Any problems (or requirements) should be reported to the Line Manager or the Appointed Person.

Personal Safety

Suitable clothing and footwear must be worn at all times when at work. If safety boots/shoes or uniform have been issued, these must be worn as instructed during the course of work.

Care must be taken to ensure loose clothing (including scarves and jewellery) does not pose a risk of entanglement with horses, livestock, or machinery with moving parts.

- Jewellery & loose clothing should be avoided or kept to a minimum.
- Wristwatches should have leather or synthetic straps rather than a metal bracelet.
- Long hair should be tied back or otherwise secured so as not to impair vision or risk entanglement.

3.26 Working at Heights

Work at height means work in any location where, if there were no control measures in place, a person could fall a distance liable to cause personal injury. This includes falls to below ground level as well as falls from above ground level.

JMCL will ensure that working from height is avoided as far as is practically possible. Where this is not possible, an assessment will be carried out to identify the safest and most appropriate method of work.

Managers must ensure that all work at height is properly planned and supervised and is carried out by competent persons with the skill, knowledge and experience to undertake the task safely.

All employees engaged in work at height must be appropriately trained to use the designated means of access correctly and carry out their work safely. No person should undertake work at height without adequate training for the task in question and authorisation from their manager or supervisor, who is responsible for:

Assessing the risk

- Ensuring the person to carry out the work has the necessary training and/or competence.
- Ensuring the most appropriate means of access has been identified and is used.
- Ensuring all necessary control measures are in place.

When assessing work at height, all risks associated with the task must be taken into consideration, including moving vehicles or pedestrians striking the equipment (particularly at times of day when volume of traffic is greater), availability of assistance from other employees, precautions required to minimise risk of a person falling from the equipment and precautions required to minimise risk of objects falling onto persons below. Lone working should be avoided.

All persons authorised to carry out work at height are required to carry out live assessment and take all necessary action to minimise risk, particularly in changing conditions (e.g., weather)

Special precautions must be taken in regard to fragile roof structures. Where required, signage will be put in place to warn of fragile roofs.

All equipment used for working at height must be fit for purpose, regularly maintained and inspected and appropriate for the job in hand. Any equipment suspected to be in damaged or defective must be removed from use and reported to the Line Manager without delay.

Ladder Standards

New Portable ladders must conform to *EN131 Professional*. Ladders to the 'EN131 Domestic' standard are not suitable for the workplace and should be removed and, if required replaced.

Existing ladders are acceptable only if they are undamaged and comply with the following standards:

- EN131 Trade/Industrial
- BS1129 Class 1
- BS2037 Class 1

Ladders are a means of access only, not a work platform. All use of ladders and step ladders is subject to risk assessment and safe working practice.

Ladders must be checked regularly for wear or damage and must be the correct height for the task in hand. Managers are responsible for ensuring all necessary safety checks are carried out and recorded.

Bales & Unstable Structures

Employees must not climb on bales or other potentially unstable structures. All employees are responsible for taking the necessary action to minimise risk to themselves and others from falling bales.

3.27 Gymnasium

The Janah Gymnasium is provided for those staff members that wish to keep fit in their own time. Janah will ensure that the equipment they provide is fit for purpose and properly maintained. If equipment is found to be defective, steps will be taken to ensure that the apparatus cannot be used again until it has been repaired and deemed fit for use.

Users of the gymnasium are required to abide by the following rules:

- Only those who have signed a user agreement and been shown how to use the equipment correctly are permitted to use the Gymnasium.
- A risk assessment has been produced and all Gymnasium users are to ensure they are familiar with it.
- The Gymnasium may only be used on workdays, early and late users are advised to let security know their location if alone on the premises.
- Those using the equipment must be in good health and must not have an illness or medical condition brought on by excessive physical exertion.
- Any defective equipment is to be reported immediately to the Gymnasium Supervisor.