

Health & Safety Policy Manual

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Relevant policies/links	<ul style="list-style-type: none"> H&S Management System
Distribution	External
Approved by	Mark Jones – Managing Director
Date of sign off	8 January 2025
Review by	January 2026

1. STATEMENTS

HEALTH AND SAFETY POLICY STATEMENT

Jones Corporate FM Ltd fully acknowledge our statutory responsibilities and obligations regarding health, safety and welfare and are totally committed to achieving the highest possible standards throughout our company.

We will ensure that our activities are carried out in a safe manner and that our employees, our customers and any other persons are not exposed to risks arising from our activities.

We will do everything reasonably practicable to provide a safe and comfortable workplace and will ensure that health and welfare requirements are fully considered.

In order to meet these objectives we will:

- Provide suitable training and information for all employees.
- Ensure employees, and contractors appointed by Jones Corporate FM Ltd, are competent to carry out their duties and receive the necessary information.
- Ensure that all work equipment is suitable for its intended purpose and maintained in a safe condition.
- Fully assess all risks and ensure that they are adequately controlled.
- Ensure that our activities are as safe as possible and supervised at all times.
- Ensure adequate resources are available for health and safety management.
- Review our health and safety management system following any changes to legislation or in our working practices. In any event this policy will be reviewed annually.

We expect our employees to play their part and to recognise that they too have responsibilities towards health and safety. We will encourage them to take positive measures to improve anything which they feel is unsafe and puts themselves and others at risk.

Everyone within Jones Corporate FM Ltd will play their part to ensure that the above standards are achieved.

Signed:



Mark Jones – Managing Director

Date: 08 January 2025

HEALTH AND SAFETY POLICY FOR WORK ON 3RD PARTY PREMISES

This Information (which forms a part of our Company Health & Safety Policy) is provided to assure all site based employees of our commitment to Health & Safety in the workplace.

IT IS OUR INTENTION TO SECURE A HIGH STANDARD OF SAFETY AT ALL TIMES.

Employees of Jones Corporate FM Ltd will:

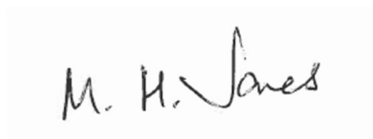
- Report to the person responsible for managing the site/premise before commencing any work.
- Familiarise themselves with the work site and any hazards which may be encountered.
- Conduct their activities in accordance with safe practices, taking precautions to protect themselves and any others who may be affected by their activities.
- Comply with the client's Health and Safety Rules and emergency procedures.
- Comply with all occupational Health and Safety Law applicable to the work being undertaken.
- Remain within the areas designated for the work being undertaken and access to it.

Jones Corporate FM Ltd are also committed to:

- Engaging on the contract only such persons as are skilled, experienced and competent in the performance of their trade.
- Ensuring that any work designated 'High Risk' is covered by an appropriate safe system of work before work commences.
- Providing all our employees with suitable protective clothing and P.P.E.

JONES CORPORATE FM LTD AND ALL EMPLOYEES ARE FULLY AWARE OF THEIR DUTIES AND OBLIGATIONS UNDER STATUTE AND COMMON LAW. WE ADHERE TO THE LETTER AND SPIRIT OF ALL HEALTH AND SAFETY LEGISLATION.

Signed:



Mark Jones – Managing Director

Date: 08 January 2025