

Policy

Health and Safety Policy

Introduction

Our Health and Safety Policy forms part of our Health and Safety Management System. This System is based on the requirements of BS OHSAS 18001:2007.

Our Health and Safety Management System is a supporting system within our Business Management System.

Our Policy

The Health and Safety at Work Act 1974 requires all employers with five employees or more to have a written health and safety policy. This document is our current policy and consists of the following:

- Policy cover (this document)
- Outline of our Health and Safety Management System
- Statement of Intent.
- Organisation
- Responsibilities
- Arrangements

Why our Policy is important to us

For our employees

Our policy ensures the health and safety of our employees and helps them to carry out their work effectively and efficiently.

For our clients

It ensures that we do not compromise the health and safety performance of our client, helps to ensure that no time is lost or unforeseen costs incurred due to adverse health and safety performance on a project, and contributes to ensuring that projects are delivered on time and to budget with no interventions from enforcing bodies.

For the Practice

As an employer we must comply with legislation; in addition our Policy gives us the assurance that we consider the health and safety of all who might be affected by our work. It contributes to us attracting, training and retaining competent staff.

Partner Responsible	Last reviewed	Next review
Michael Weaver	March 2017	March 2018

Policy

Health and Safety Management System

To ensure the successful management of our Business we have set up a **Business Management System**. This is a documented system providing a holistic or integrated approach to all our business activities including financial, marketing, quality, environmental and Health and Safety.

To ensure we manage health and safety successfully and continually improve our management and performance, we have set up a documented **Health & Safety Management System**. This is a key supporting system within the overall **Business Management System**.

This system complies with the requirements of BS OHSAS 18001 – Occupational Health and Safety Management System.

External accreditation of the **Health and Safety Management System** by BSI will take place in the near future.

Health and Safety issues or requirements that are shared by other aspects of the business such as environment or quality are covered in common processes or documentation. These include training, auditing, document control and record keeping.

The System comprises of the following:

- Policy
- Planning
 - Hazard Identification, Risk Assessment and determining controls
 - Legal and other requirements
 - Objectives and programme
- Implementation and operation
 - Resources, roles, responsibilities
 - Competence, training and awareness
 - Communication, participation and consultation
 - Documentation
 - Operational control
 - Emergency preparedness and response
- Checking
 - Performance measurement and monitoring
 - Evaluation of compliance
 - Incident investigation
 - Nonconformity, corrective action and preventive

Policy

Health and Safety Statement of Intent

Aim

The Partners of Scott White and Hookins recognise health and safety issues as an integral part of our business and are committed to ensuring the health and safety of all persons likely to be affected by our activities. These include our employees, contractors and self-employed persons employed by us, visitors to our workplaces, persons sharing our workplaces, and any other person for which we have responsibilities arising out of our business.

Actions

To achieve this we aim to:

- Comply with all relevant Health and Safety Legislation
- Identify and assess all significant Risks to Health and Safety
- Eliminate these Risks or introduce adequate control measures
- Involve and consult our employees
- Provide effective training to all employees and others under our control
- Keep up to date with developments in Health and Safety
- Continually improve Health & Safety management and performance
- Put in place a Health & Safety Management System
- Provide adequate resources to ensure our System is implemented
- Ensure all employees are informed of our System
- Ensure all employees comply with our System
- Carry out periodic audit of compliance with our System
- Carry out periodic review of our System
- Set and review Health & Safety objectives and performance standards

Objectives:

Our Health & Safety objectives for this year include setting up a Business Management System to comply fully with BS OHSAS 18001 Occupational Health and Safety Management Systems.

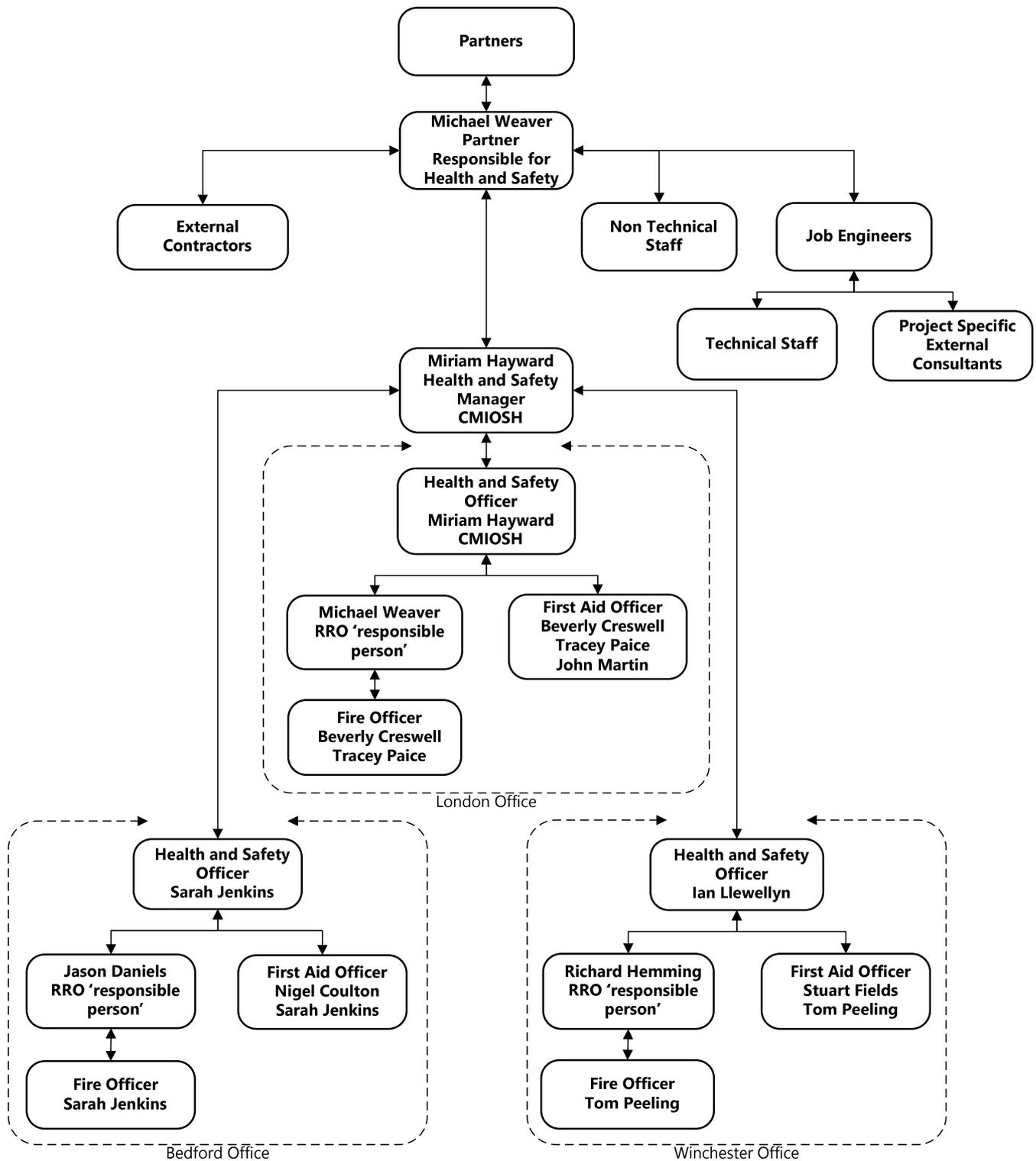
Commitment:

To ensure the above aims and actions we have put in place and will maintain a Business Management System for health and safety. This statement is made available to our employees, clients and other interested parties.

Partner Responsible	Last reviewed	Next review
Michael Weaver	March 2017	March 2018

Policy

Organisation for Health and Safety



Policy

Health and Safety Responsibilities

Partners:

- Understand duties as **an employer** under the Health & Safety at Work Act 1974 and other legislation.
- Understand duties on Clients, Principal Designers, Designers and Contractors under the Construction (Design and Management) Regulations 2015.
- Ensure adequate finance is available to fund adequate training, equipment, information and expert advice.
- Accept joint responsibility for ensuring implementation of the **Health & Safety Management System**.
- Jointly agree the appointment of one partner as the **Partner Responsible for Health & Safety**.
- Discuss Health & Safety issues at every Partners meeting.
- Set a personal example.

Partner Responsible for Health & Safety:

- Ensure a **Health & Safety Manager** is appointed to administer the **Health & Safety Management System**.
- Ensure that the **Health & Safety Management System** is satisfactorily administered by the **Health & Safety Manager**.
- Carry out regular reviews of the **Health & Safety Management System**.
- Act in an advisory capacity to the Partners.

Health and Safety Manager:

- Act in an advisory capacity to the **Partner Responsible for Health & Safety**.
- Ensure that the **Partner Responsible for Health & Safety** is informed of **Health and Safety Performance** and issues arising from the implementation of the **Health & Safety Management System**.
- Advise the **Partner Responsible for Health & Safety** of the need to update the **Health & Safety Management System** when necessary.
- Ensure the satisfactory implementation of the **Health & Safety Management System**
- Ensure that **Health & Safety Officers, First Aid Officers, and Fire Wardens** are appointed.

Health & Safety Officer:

- Report accidents reportable under RIDDOR to the **Health and Safety Manager**
- Ensure all **Employees** receive adequate Health & Safety training as detailed in the relevant training plan.
- Ensure that risk assessments for all work activities and workplaces are prepared and updated when necessary.
Note not Designers Risk Assessment
- Carry out Audits and report on findings to the **Health and Safety Manager**.
- Ensure all staff are issued with appropriate Personal Protective Equipment.
- Ensure the following is carried out:
 - Staff are offered eye tests when required
 - Ensure that portable electrical appliances are tested when required
 - Ensure that gas certificates are prepared when required.
- Maintain staff records, including training records.
- Handle emergency spills procedure with the Branch Environmental Manager.

First Aid Officer:

- To take charge of situations when an employee is injured.
- To administer First Aid within their capability
- Liaise with Emergency Services
- Report all accidents to the **Health & Safety Officer**

- Maintain First Aid Equipment
- Ensure First Aid competency is maintained.
- Liaise with Emergency Services

The Responsible person under RR(FS)0 2005:

- Ensure general fire precautions are in place
- Carry out a risk assessment:
 - Review risk assessment every 6 months, or following any changes in the building
 - Put in place preventative measures
- Provide fire safety arrangements
- Reduce, eliminate, or control Dangerous substances
- Ensure adequate Fire alarms & Associated Equipment
- Ensure suitable Escape routes & Exits
- Establish procedures for danger & danger areas
- Implements additional procedures for dangerous substances
- Establish a Maintenance routine
- Ensure there is suitable Safety Assistance
- Provide Employee's information
- Provide information to Employees etc. from outside
- Ensure adequate training of employees
- Co-operation & Co-ordination

All the above is explained in greater detail in the relevant office risk assessment.

Fire Officer:

- To take charge of the situation in the advent of a fire
- Ensure that the Fire Alarm system is checked annually by a competent person.
- Ensure that the Fire Fighting Equipment is checked annually by a competent person.
- Check the operation of the Fire Alarm System weekly.
- Carry out a weekly Fire Precautions inspection.

Job Engineer:

- Undertake duties as a Designer or Contractor under the Construction (Design and Management) Regulations
- Ensure that all necessary information regarding Health & Safety is obtained from the Client at a relevant stage during a project
- Ensure that all technical staff understands the Health & Safety requirements for the project.
- Ensure that Risk Assessments, Control Measures and Method Statements, where necessary, are prepared for a project.
- Ensure that design information adequately covers all the Health & Safety issues required on a project.

Technical Staff:

- To understand the duties of a Designer under the Construction (Design and Management) Regulations
- Ensure that the design information adequately covers all the Health and Safety Issues required on a project

All Employees:

- Work in a safe manner at all times.
- Give regard to the safety of others.
- Do not use any Plant or Equipment unless trained in its use.
- Use all Plant or Equipment for its intended use.
- Report all injuries or incidents including **near misses**.
- Work to any Method Statements provided.
- Be aware of the Partnership's **Statement of Intent** and have an understanding of the Partnership's **Health & Safety Management System**.

Policy

Health and Safety Arrangements

Our Health and Safety Management System is held on our Intranet.
A full paper copy of the system can be provided.

The following summarises the arrangements in place under relevant legislation.

Health and Safety at Work Act 1974

General Duties

- We have, and will maintain and review, a written policy with respect to Health & Safety at work.
- We bring this policy to the attention of our employees when they join us.
- We do not have safety representatives but every employee is individually consulted annually.
- There is a general duty on employees to take reasonable care for the health and safety of themselves and other persons affected by their work and to co-operate with us to enable us to comply with legislation. This is covered by Health and Safety Rules given to every employee at their start of their employment and revised as necessary.

Management of Health and Safety at Work Regulations 1999 and Management of Health and Safety at Work and Fire Precautions (workplace amendment) Regulations 2003

Risk Assessment

- Risk assessments have been carried out on all significant hazardous activities and are contained in the H&S Office File.
- Assessments have identified the following significant hazards not specifically covered by other legislation:
 - Carrying out work activities on Construction sites
 - Working in "safety critical" environments such as railways and airports
 - Land surveying on Public Highways
 - Lone working
 - Inspection of unoccupied buildings
 - Manhole surveys

Health & Safety Arrangements

- All arrangements necessary have been incorporated into our Management System and this Policy.
- Records are kept of any arrangements in the Health and Safety Management System and this Policy.

Health Surveillance

- Due to the nature of our work no Health Surveillance is required for any employee.

Health & Safety Assistance

Our health and Safety Manager provides assistance in ensuring we comply with Health and Safety legislation.
We have persons trained to assist us in the following:

- Fire Precautions
- First Aid Provision
- Display Screen Equipment
- Manual Handling
- Risk Assessment
- Health & Safety Management

- Construction site safety

Co-operation & Co-ordination

On occasions our staff visit or work in other workplaces under the control of others. We co-operate with any measures put in place by others in control. This may include:

- Induction
- Following site rules
- Following Instructions
- Working to Method Statements

On occasion people not in our employment such as visitors, contracts staff & contractors work in our workplaces. We will provide the other employer with relevant Health & Safety information.

Employee's Duties

Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him in accordance both with any training and the instructions which have been provided to him.

Capabilities & Training

Training needed is assessed individually for each employee at their annual Personal Development Plan (PDP). Training records are held by the Training Secretary.

Following training is carried out for all staff:

- General Health and Safety Awareness
- Manual Handling
- Display Screen Equipment

In addition all technical staff receive:

- Safety Awareness on construction site
- Asbestos Awareness

CSCS Card Training

Specific training identified for other staff may include:

- First Aid
- Fire Precautions
- Use of specialist Work Equipment
- Use of specialist Personal Protective Equipment
- Reporting of Injuries and accidents
- Other staff will receive any training identified in the training assessment

Information for employees

All employees will be provided with comprehensible and relevant information on:

- the risks to their health and safety as identified by risk assessment
- the preventive and protective measures

This will include:

- leaflets
- copy of the Safe start published by the CITB

Temporary workers

All temporary employees will be provided with the appropriate information regarding Health and Safety at induction.

Risk assessment in respect of new or expectant mothers

- A Risk Assessment will be carried out for all new or expectant mothers as soon as we are aware.
- A copy will be placed in the employee's personal file and the assessment will be explained to the employee.

Protection of young persons

- A Risk Assessment will be carried out for all employees less than 18 years old.
- A copy will be placed in the employee's personal file and the assessment will be explained to the employee.
- If the young person is a work experience person then the assessment is issued to school & parent/guardian

Personal Protective Equipment at Work Regulations 2002**Suitability**

- PPE will be provided for those members of staff who are visiting sites.
- PPE will include high visibility waistcoats or jackets, hard hats and safety footwear. Other equipment available includes hearing protection, eye protection and respiratory protection.
- All PPE provided is assessed to ensure that the correct type is used.

Provision and Use of Work Equipment Regulations 1998**Suitability**

- Any equipment provided for work will be suitable for its intended purposes.
- Risk assessment is to be carried out to ensure its suitability

Maintenance

- All work equipment will be maintained in an effective state
- Maintenance records will be kept.

Inspection

- Work equipment will be inspected after installation before is used for the first time.
- Work equipment which is likely to deteriorate will be inspected at suitable intervals.
- Deteriorated equipment will be replaced.
- Records of all inspections will be kept.

Instruction and Training

- All persons using work equipment will receive adequate health and safety information.
- Where appropriate written instructions on the use of work equipment will be available for employees.

Workplace (Health, Safety and Welfare) Regulations 1992**Maintenance**

Workplace, the equipment, devices and systems will be regularly maintained (including cleaning) to ensure that they are in an efficient state and in good working order.

Suitable system of maintenance is in place ensuring that:

- Regular maintenance (including cleaning) is carried out at suitable intervals
- Any potentially dangerous defects are remedied
- Regular maintenance / remedial work is carried out properly
- Suitable record is kept

Cleaning is carried out by the cleaning contractors on a daily basis.

Ventilation, Temperature and Lighting**Ventilation**

- Premises are kept sufficiently well ventilated.
- This is achieved with windows (and other openings) or mechanical ventilation in some parts of the office.

- Mechanical ventilation systems is regularly and properly cleaned, tested and maintained.

Temperature

- Temperature in the office is kept reasonably comfortable.
- It is kept to at least 16 degrees Celsius.

Lighting

- Lighting is kept sufficient.
- Where necessary local lighting is provided at individual workstations.
- Lighting is such as to avoid glare.
- Lights is replaced, repaired and cleaned as necessary.

Cleanliness and waste materials

- Regular cleaning is carried out at on daily basis by contracted cleaners.
- This will include cleaning the floors and work surfaces.
- All staff should keep their working environment reasonably clean.
- Workplaces will be kept free from waste matter.

Room dimensions and space

The total volume available to all staff is at least 11 cubic metres per person.

Workstations and seating

- Workstations are arranged so that tasks can be carried out safely and comfortably.
- Seating provided provides support for the back.
- Footrests are also provided when required.

Condition of floors

Floors are to be kept free of obstructions, holes, slopes and uneven or slippery surfaces.
Secure and suitable handrails are provided on staircases.

Washing and sanitary facilities

- Sufficient facilities are provided for everyone at work to use them.
- There is a separate sanitary accommodation provided for men and women.
- These are well ventilated and kept clean.
- Scott White and Hookins also provides their employees with the facilities for drinking water, accommodation for clothing, facilities for rest and eating meals.
- Means of disposal of sanitary dressings are provided in female water closets.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Records

- An accident book is kept in each office.
- The procedure for reporting accidents is described during induction and is described in the accident book.
- Records of all reports made to the enforcing authority will be kept for three years.

Reporting

The following events will be reported to the enforcing authority:

- Death
- Injury
- Dangerous occurrences
- An over seven day injury
- Specified disease
- All reportable accidents will be telephoned to the Incident Contact Centre on 0845 300 9923

Electricity At Work Regulations 1989

- PAT Testing is carried out every two years on all portable equipment.
- Regular inspection of equipment will be carried out as preventative measure.
- Records of maintenance and test results are kept.
- A periodic inspection of the permanent installation is carried out every 5 years

Construction (Design and Management) Regulations 2015)

- Scott White and Hookins can act as Client, Designers or Principal Designers under these regulations.
- Detail procedures are included within the Business Management System.

Health and Safety (First Aid) Regulations 1981

- The aim of first aid is to reduce the effects of injury or illness suffered at work.
- Scott White and Hookins has sufficient first-aid personnel and facilities. See Organisational chart.
- Adequate and appropriate first aid equipment will be kept in the First Aid Kit held in each office and every company car.
- Any equipment used will be replaced.
- All employees will be informed of all arrangements for first aid provisions at Induction.
- Person is appointed as a trained First Aid officer.
- Record will be maintained of all first aid treatment provided.

Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002)

- The majority of Scott White and Hookins employees are DSE users.
- Suitable and sufficient risk assessment is carried out on every workstation.
- Risk assessment is carried out by a competent person.
- Assessment is to be reviewed to reflect any changes.
- Daily routine of users is designed to consist of a mix of screen-based and non screen-based work to prevent fatigue and visual and mental demands.
- Breaks and change of activity are included in work routine.
- Appropriate eye tests are provided for all DSE users on request
- All DSE users are provided with health and safety training
- All DSE users are provided with the information on risks arising from the use of DSE

Control of Substances Hazardous to Health Regulations 2002 Plus Amendment Regulations 2003 and 2004

- Risk Assessment will be carried out on all substances which are considered to be hazardous to health.
- The cleaner's cupboard is under the control of Scott White and Hookins.
- COSHH Assessment for all materials used in the cupboard is held in the Contractors section of the H&S File.
- Substances used by Scott White and Hookins staff are stored in the separate area.

Regulatory Reform (Fire Safety) Order 2005

- A person at each office will be designated as the "responsible person".
- Other staff will be appointed to act as a Fire Warden.
- All employees will be informed of all arrangements for fire precautions at induction.
- Fire drills for each office will be carried out every six months
- Fire Risk Assessment has been carried out for each office and is revised annually

Manual Handling Regulations 1992

- There are no major manual handling issues for Scott White and Hookins staff.
- All employees are provided with the training on manual handling as part of their health and safety training when they join the company.

Records of training received are kept in the personal files.

Work at Height Regulations 2005 plus amendment 2007**Organisation and planning**

As an employer SWH ensures that work at height is:

- (a) properly planned (including planning for emergencies and rescue)
- (b) appropriately supervised; and
- (c) carried out in a manner which is so far as is reasonably practicable safe

and that its planning includes the selection of work equipment

SWH will ensure that work at height is carried out only when the weather conditions do not jeopardise the health or safety of persons involved in the work.

Competence

SWH ensures that no person engages in any activity, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so or, if being trained, is being supervised by a competent person.

Avoidance of risks from work at height

SWH will prepare a risk assessment under regulation 3 of the Management Regulations for any working at height. SWH will ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.

Where work is carried out at height, SWH will take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

Selection of work equipment for work at height

In selecting work equipment for use in work at height, SWH will:

- (a) give collective protection measures priority over personal protection measures; and
- (b) take account of :
 - The working conditions and the risks to the safety of persons at the place where the work equipment is to be used;
 - in the case of work equipment for access and egress, the distance to be negotiated;
 - the distance and consequences of a potential fall;
 - the duration and frequency of use;
 - the need for easy and timely evacuation and rescue in an emergency;

Any additional risk posed by the use, installation or removal of that work equipment or by evacuation and rescue from it

Control of Asbestos Regulations 2012**Duty to Manage Asbestos in Non-Domestic Premises**

- We accept we are a duty-holder under this Regulation.
- To enable us to manage the risk from Asbestos we have carried out an assessment of each office involving a Type 2 Survey by a competent Asbestos Surveyor.
- A Register is available at each office and is made available to all persons likely to disturb it.
- Each Register is reviewed annually or whenever there is any changes to the premises.