



## **POLICY 2010**

### **HEALTH AND SAFETY POLICY**

The Partnership recognises its responsibilities under the Health and Safety at Work Act 1974 and all other relevant legislation. We are committed to ensure that we at least comply with minimum requirements and seek, where practicable, to exceed them. We aim to provide a safe environment in which to work and conduct our business in such a way that we eliminate or minimise risk to our employees, visitors and others affected by our work activities.

#### **Responsibilities**

Nicholas Lee Evans is the Partner with ultimate accountability for health and safety, although responsibility is shared by all partners.

Lee Waters is nominated as the competent person to advise on health and safety matters, undertake risk assessments and sight checks of electrical appliances.

Kevin Hook and Lee Waters are appointed as the first aid contact points and they are responsible for the accident book. Kevin is also responsible for monitoring sick absence and making any necessary adjustments.

In addition all staff has a duty to identify and report hazards, prevent accidents, injuries, etc. and must follow agreed procedures for safe ways of working.

#### **Procedures**

##### Risk assessments

- We carry out periodic risk assessments (at least yearly) to identify hazards and people who may be at risk, evaluate the risk and put action in place to eliminate, mitigate or minimise the risk.

- We involve our people in the risk assessment process and also ask for feedback in training sessions.

##### Training

- Health and safety training is provided on induction and when there are changes in processes or legislation.
- We also give guidance and training about the set up of workstation and use of computers and carry out periodic assessment of their use.

##### Work equipment

- We purchase, check and maintain safety and office equipment in accordance with the necessary regulations, using competent people where required. A record of PPE is maintained and monitored.

##### First aid

- First aid boxes are held in the reception area, along with the accident book and notices identifying appointed responsible persons (Kevin, Lucy and Lee).
- All accidents must be entered in the relevant accident book by the appointed persons, and reported to Kevin Hook and Nick Lee Evans. The accident procedure is attached as an appendix
- Sick absence is recorded and monitored.

##### Office safety procedures

Safety procedures are attached as an appendix.

## **POLICY 2010**

### Safe site working

Some of the main risks we have identified are on site visits. We have written guidance on safe procedures (attached as an appendix) for site surveys that are drawn to the attention of all staff and protective clothing is supplied as necessary following assessment of known or foreseeable risks.

### Other Relevant Policies

- Separate policies cover fire safety, driving for work, use of mobile phones and working from home.

This policy is reviewed yearly or if there is a change in processes, regulations or personnel.

**Nicholas Lee Evans**  
**Managing Partner**

## POLICY 2010

### HEALTH AND SAFETY POLICY APPENDIX

#### Safe site working

The following is intended as general guidance for staff working on site. All staff must take reasonable care at all times and not expose themselves to unnecessary/foreseeable risk.

#### Open sites (no buildings):

Consideration should be given to foreseeable hazards such as contamination, water, boggy ground, excavations, deep holes etc. Where sites are well away from any population, you should not go alone. Be particularly wary of possible hostile neighbours who may oppose development on the site and who may seek to confront anyone who appears to represent 'officialdom'. If you do meet such people be diplomatic and polite but don't volunteer information.

#### Occupied domestic premises :

Make firm appointments well in advance and give your client a clear indication of what you wish to do, where you want to go and how long will it take. Be courteous and respectful and especially careful about moving furniture and other objects. Don't go alone unless you know the occupier(s) well.

#### Occupied commercial premises :

Again make firm appointments, report to your contact on arrival, explain what you want to achieve and give an estimate of time. Work quietly and carefully to avoid disrupting the activities in the building. Keep your contact informed of progress and 'sign-out' on completion. You should only go alone if the building is fully occupied, you know the organisation well and do not have to climb, go into confined spaces or areas where there are machines or other possible hazards.

#### Unoccupied buildings :

Generally speaking never go into these alone unless they are, for example, in the

middle of a town, are safe and secure and with proper lighting.

#### Derelict buildings :

Never go into these alone and before starting work make sure that there is safe access to all the areas you need to deal with. Before entering such buildings look for signs of suspicious use and/or habitation. Make sure that you have a reliable and strong light source. Regularly check outside to ensure that you are not surprised by intruders. Never venture into areas which are insecure in any way. Take great care when moving any obstructions and never handle materials, such as asbestos, which might be harmful.

Keep well clear of any unstable or unsound structure until arrangements have been made to temporarily support it.

#### PPE

Ensure that the correct clothing/ equipment is used on site visits. PPE should be checked regularly and any damage reported to Karen Jewell. Hard hats should be changed when 3 years old or if they have been damaged.

#### General Principles

Plan your work carefully - assess what time it will take and what equipment you will need, including protective clothing.

Arrange appointments with occupants and key holders well in advance and make sure that they understand what level of access you need and what preparations, if necessary, will be required.

Keep records of work and time. Survey work is charged on a time basis – it is not included under 'basic architectural services' and thus not normally covered by the percentage fee.

Make sure that the work is within your capabilities. If you have any doubts about this, advise your client to appoint a specialist survey firm to do the work.

## **POLICY 2010**

Keep safety in mind at all times. You should not go single-handed unless the site/building is sound, secure and occupied by people you know and trust. When going to remote or unoccupied buildings take a fully charged mobile 'phone and make sure you have network coverage at the site. Don't climb unless you have a properly secured ladder with somebody standing at the bottom of it.

If you are working around drains or stagnant water there is a danger of infection (eg Weils disease). Wear rubber gloves and face masks and avoid being splashed. If the ends of tapes need to be submerged wash them thoroughly afterwards. Better still, use a dip-stick which can be discarded after use. Ensure you wash hands thoroughly as soon as possible following such activities, especially prior to eating or smoking.

Be especially careful when working near rivers, ponds, culverts, wells and unguarded drops. Don't go into trenches or tunnels unless they are properly supported.

Be wary of unprotected electrical services and arrange for power supplies to be isolated if there is any chance of coming into contact with them.

Be aware of the possible presence of asbestos and don't move/touch any material you suspect may contain such. Ask to see the asbestos report for a building prior to inspection.

Above all, never take chances. Better to make a return visit, when it is safe to do so, rather than risk injury.

Before starting out, speak to a partner or other senior member of staff so that they can assess any possible risk and advise accordingly. Always fill in the 'signing-out' book and let 'reception' know where you are going and how long you expect to be away and leave contact details.

## POLICY 2010

### HEALTH AND SAFETY POLICY APPENDIX

#### Office Safety Procedures

##### First aid

- Any incident requiring medical attention should be notified to Kevin or Lee who will decide the appropriate action. The first aid box is held in reception. Accidents will be recorded in the Accident book held in Reception.

##### Fire safety procedures

- Ensure that you familiarise yourself with these and the emergency procedures (on intranet).

##### Hazardous products

- Cleaning products are to be used only for the purpose for which they are intended.

##### Protective equipment

- Hard hats, hi visibility vests and boots will be supplied for anyone who regularly visits site. These should be worn when required by the site manager or if the site is under any form of construction or is derelict or unsafe.
- Any damage to the equipment must be reported immediately to Karen Jewell and should not be used until the damage has been assessed
- Routine inspections of equipment will be completed.

##### Working at Height

- Ensure you select the correct equipment to allow you to work at height. Ladders should only be used where the task is of minimal duration (say less than 30 minutes) and where 3-points of contact can be maintained at all times without overstretching to carry out the work activity.
- When using ladders the ladder should be adequately secured, on
- 

- level ground and somebody should be at the bottom.

- Do not stand on chairs etc to reach high objects.

##### Manual handling

- Only carry weights that are comfortable (2 filing boxes max).
- When going up and down stairs ensure that one hand is free.
- Do not carry trays of hot drinks up and down stairs.
- More specific guidance on lifting is available as a separate appendix.

##### Razor blades/scalpels

- Ensure that one side of the razor blade is taped so that you do not hold the sharp edge.
- Use rulers with protective guards to minimise the danger of cuts.
- Do not leave razor blades or scalpels loose on desks. Always store safely.
- Dispose of blades safely – these should be deposited in the 'Waste Sharps' box located in Reception.

##### Personal possessions

- The company takes no responsibility for personal possessions brought in to the work place. You should ensure that personal possessions are covered by your own insurance.

##### Electrical items

- Personal items should not be used on office premises.
- Any damage/defects to electrical items should be reported to Karen Jewell immediately (i.e. damaged sockets, plugs or cables).

##### Storage Cans

- Retrieval of boxes should be undertaken by two people and Reception staff should be notified if

## **POLICY 2010**

you are going to the cans and a mobile phone should be taken.

### Driving on company business & mobile phones

For full procedures please see the Use of Mobile Phone and Driving on Company Business policies

- Mobile phones should not be used whilst driving

### Hazards

If you are aware of anything that contravenes our health and safety policy or if you are unsure of any aspect of this guidance issues please talk to Nick, Kevin, Lee or Karen.

## **POLICY 2010**

### **HEALTH AND SAFETY POLICY APPENDIX**

#### **Manual Handling**

There are some basic principles that everyone should observe prior to carrying out a manual handling operation:

- ensure that the object is light enough to lift, is stable and unlikely to shift or move
- heavy or awkward loads should be moved using a handling aid
- make sure the route is clear of obstructions
- make sure there is somewhere to put the load down wherever it is to be moved to
- stand as close to the load as possible, and spread your feet to shoulder width
- bend your knees and try and keep the back's natural, upright posture
- grasp the load firmly as close to the body as you can
- use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back
- carry the load close to the body with the elbows tucked into the body
- avoid twisting the body as much as possible by turning your feet to position yourself with the load.

## POLICY 2010

### HEALTH AND SAFETY POLICY APPENDIX

#### Accident Procedure

In the event of an accident or near miss involving a member of staff or visitor, either Kevin Hook or Lee Waters (or a Partner in both of their absence) must be notified immediately, who is then responsible for reporting all cases of accident, disease and near misses to the Partner holding ultimate accountability for health and safety, Nicholas Lee Evans.

Our policy is to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR '95).

The company sees accident investigation as a valuable tool in the prevention of future incidents. In the event of any accident resulting in an injury, or any significant near miss which is reportable under RIDDOR '95, a report will be drawn up by the Partner holding ultimate accountability for health and safety detailing:

- The circumstances of the accident including photographs and diagrams where possible
- The nature and severity of any injury sustained
- The identity of any eye witnesses and their version of events
- The time, date and location of the incident
- The date of the report and identity of the report author and any independent interviewers

All eye witness accounts will be collected as near to the time of the accident as is reasonably practicable by a competent, impartial individual.

The completed report will then be submitted to and analysed by the Partner with ultimate accountability for health and safety who will attempt to discover why the accident

occurred and what action should be taken to avoid a recurrence of the problem.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.