



HEALTH AND SAFETY POLICY & PROCEDURES

FOR

GILL ASSOCIATES

Updated: September 2020

CONTENTS

| | PAGE |
|---|-------------|
| 1.0 INTENT | 1 |
| 1.1 THE POLICY STATEMENT IN RELATION TO EMPLOYEES (AND OTHERS) | 1 |
| 1.2 THE POLICY STATEMENT IN RELATION TO PROFESSIONAL ACTIVITIES | 2 |
| 1.3 GENERAL POLICY STATEMENT | 2 |
| 2.0 RESPONSIBILITIES | 3 |
| 2.1 INTRODUCTION | 3 |
| 2.2 DUTIES AND RESPONSIBILITIES OF THE DIRECTORS | 3 - 4 |
| 2.3 RESPONSIBILITIES OF STAFF | 4 |
| 2.4 RESPONSIBILITIES OF THE COMPANY | 4 |
| 3.0 ARRANGEMENTS | 5 |
| 3.1 HEALTH AND SAFETY RISKS ARISING FROM WORK ACTIVITIES | 5 |
| 3.2 CONSULTATION WITH EMPLOYEES | 5 |
| 3.3 SAFE EQUIPMENT IN THE OFFICE | 6 |
| 3.4 SAFE HANDLING AND USE OF SUBSTANCES IN THE OFFICE | 6 |
| 3.5 SAFE HANDLING | 6 |
| 3.6 PERSONAL PROTECTIVE EQUIPMENT | |
| 3.7 INFORMATION, INSTRUCTION, SUPERVISION AND TRAINING | 6 |
| 3.8 ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH | 7 |
| 3.9 FIRE AND EVACUATION FROM THE OFFICE | 7 |

| | | |
|------------|--|----------------|
| 4.0 | SITE/BUILDING VISIT PROCEDURES | 7 - 12 |
| 4.1 | GENERAL INTRODUCTION | 7 - 12 |
| 4.2 | TIME AND LOCATION OF VISIT | 7 - 12 |
| 4.3 | PERMISSION TO VISIT CONSTRUCTION SITES/BUILDINGS | 7 - 12 |
| 4.4 | PLANNING A VISIT | 7 - 12 |
| 4.5 | GENERAL CONSTRUCTION SITE SAFETY RULES | 7 - 12 |
| 4.6 | UNOCCUPIED SITES OR BUILDINGS | 7 - 12 |
| 4.7 | DURING WORK | 7 - 12 |
| 4.8 | STRUCTURAL COLLAPSE | 7 - 12 |
| 4.9 | ACCIDENTS | 7 - 12 |
| 4.10 | UNSAFE COMPANIES | 7 - 12 |
| 4.11 | PROTECT YOURSELF ON SITE | 7 - 12 |
| 4.12 | HSE INSPECTORS | |
| 5.0 | MISCELLANEOUS | 12 - 15 |
| 5.1 | BASIC SAFETY RULES FOR THE OFFICE | 12 - 15 |
| 5.2 | ACCIDENT REPORTING | 12 - 15 |
| 5.3 | ILLNESS | 12 - 15 |
| 5.4 | OCCUPATIONAL HEALTH | 12 - 15 |
| 5.5 | SMOKING | 12 - 15 |
| 5.6 | DRIVING | 12 - 15 |
| 5.7 | HAZARDOUS SUBSTANCES | 12 - 15 |
| 5.8 | VISUAL DISPLAY UNITS (VDU's) | 12 - 15 |

1.0 INTENT

This is the Health & Safety Policy Statement of: -

Gill Associates Limited
T/A Gill Associates ("The Company")
50 St Nicholas Street
Ipswich
Suffolk
IP1 1TP

1.1 THE POLICY STATEMENT IN RELATION TO EMPLOYEES (AND OTHERS)

- 1.1.1 To provide healthy and safe working conditions for staff of the Company and for others who may visit the Company's premises.
- 1.1.2 To discharge the responsibility to ensure the health, safety and welfare of staff of the Company through the Directors who will encourage all staff to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions at work, and to co-operate with the Company in meeting its statutory duties as required by Sections 7 and 8 of the Health & Safety at Work etc Act 1974 ("the Act").
- 1.1.3 To give adequate information, instruction, training and supervision to staff on all aspects of their work to ensure, as far as reasonably practicable, their health and safety at work, including such health surveillance as is appropriate.
- The Company will, in entrusting tasks to staff, take into account their capabilities as regards health and safety and provide appropriate health and safety training:
- on their being appointed and
 - periodically thereafter, or
 - on their being exposed to new or increased risks
- 1.1.4 To ensure safe handling and use of substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH).
- 1.1.5 To provide and maintain safe plant and equipment in accordance with the Provision and Use of Work Equipment Regulations (PUWER).
- 1.1.6 To provide, where necessary, protective clothing, equipment and hard hats in accordance with The Personal Protective Equipment Regulations.
- 1.1.7 To provide appropriate facilities for first aid and prompt treatment of injuries and illness at work in accordance with the Health and Safety (First Aid) Regulations.
- 1.1.8 To report and record all accidents and injuries in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).
- 1.1.9 To undertake risk assessments where necessary by the Management of Health & Safety at Work Regulations.
- 1.1.10 To comply with all other relevant legislation and good practice as appropriate.

1.2 THE POLICY STATEMENT IN RELATION TO PROFESSIONAL ACTIVITIES

- 1.2.1 To comply with the requirements of Section 6 of the Act and the Construction (Design and Management) Regulations 2015 by ensuring, as far as is reasonably practicable, that the design and specification of construction, demolition or installation work with which the Company is concerned and the manner of its execution shall be such that safe working conditions are possible during the construction phase and after completion.
- 1.2.2 Where possible to obtain from Clients health & safety files, together with other details of existing hazards and/or clients' safety policies affecting specific construction or demolition projects.
- 1.2.3 To report observed health and safety hazards to the relevant "employer" as defined below:
- The "employer" with responsibility for compliance with Sections 2 and 3 of the Act is the organisation in operational control of the building(s) or site. This may be the owner of the building or site (who is called the "Client" when the CDM Regulations apply). The "Principal Contractor" is responsible for the area(s) or the works which is/are solely in his charge at any period during a building contract. Where buildings, engineering or demolition works are carried out in areas which may also be used by people other than those directly connected with the works then the "Principal Contractor" and the "Client" may both have operational responsibility.
- 1.2.4 To require clients and contractors to discharge in full their duty of care under the Act to staff of the Company visiting clients' properties or construction sites.

1.3 GENERAL POLICY STATEMENT

- 1.3.1 To issue this Safety Policy to all staff and to new staff members and to issue further or revised guidance from time to time on safety matters affecting the Company.
- 1.3.2 To provide adequate control of the health and safety risks arising from the Company's work activities.
- 1.3.3 To receive proposals from staff of the Company, jointly or individually, for improving the effectiveness of these procedures and policies.
- 1.3.4 To require staff of the Company to comply with this Policy and any relevant notes on procedure published by the Company.
- 1.3.5 To monitor and revise this Policy regularly in respect of working conditions at the offices of the Company and its professional activities.

Signed: **C Keeble..... (Director)**
For and on behalf of Gill Associates

Date: **15.09.20**

Next Review Date: **15.09.21**

2.0 **RESPONSIBILITIES**

2.1 **INTRODUCTION**

The management of Gill Associates is as follows:-

Julian Harvey - Director
Chris Keeble - Director

The Company Safety Policy Statement defines the roles and responsibilities of the Company in relation to health and safety matters affecting staff of the Company and the exercise of professional activities.

The Directors are responsible for implementation of the Company Safety Policy.

Members of staff also have responsibilities to co-operate in meeting statutory duties under the Health and Safety at Work etc Act and to take reasonable care of their own health and safety and that of any other persons who may be affected by their acts and omissions.

Section 7 reads as follows:

It shall be the duty of every employee while at work:

- 1 *to take reasonable care for health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
- 2 *as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*

Section 8 places a duty on all persons, whether they be employers, employees or self-employed and states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

2.2 **DUTIES AND RESPONSIBILITIES OF THE DIRECTORS**

These are to:

- take overall responsibility for the health and safety of staff.
- ensure that sufficient resources are provided to meet health and safety needs
- appropriate PPE is available when sites are to be visited.
- take executive responsibility for implementing and supervising the Safety Policy and its procedures, including risk assessments.
- ensure all members of the Company co-operate in meeting the aims of the Policy.
- ensure sufficient training is provided to all staff to enable them to fulfil their duties in accordance with the Policy.
- take appropriate disciplinary action in the event of any breach of or refusal to comply with statutory (or Company) safety regulations or the Policy of the Company.
- to undertake H&S training where deemed applicable. To include accreditations and maintaining of CSCS cards.

- ensure new employees are issued a copy of the Policy and are given adequate safety training.
- set a personal example in all aspects of health and safety.

2.3 RESPONSIBILITIES OF STAFF

Members of staff must:

- take care of themselves and others who may be affected by their acts or omissions at work
- ensure that staff under their control have received a copy of the Safety Policy and understand their obligations as members of staff and under the Act
- report any accident, however minor, to a Director
- set a personal example to colleagues and clients in all aspects of health and safety
- to gain accreditation and obtain via assessment applicable CSCS cards.

2.4 RESPONSIBILITIES OF THE COMPANY

The Company will, in relation to its office, ensure:

- Health and Safety information is made available, telling employees what they need to know about health and safety
- compliance with the Health and Safety at Work etc. Act 1974
- sufficient First Aiders are appointed, (if deemed necessary and in line with risk assessments), trained and their names and responsibilities published
- offices are laid out and kept in good repair to ensure safety of staff and visitors
- office machinery is safe, properly maintained, fitted with any necessary guards or safety devices, and that staff required to use such machinery are trained in its use and are not permitted to carry out repairs without authority
- electrical equipment and systems in the premises are properly maintained and periodically tested
- a written plan is prepared for any construction, maintenance and repair works at the Company office, where CDM Regulations apply
- Health & Safety will be discussed as part of the agenda within regular Directors meetings and any actions progressed.

3.0 ARRANGEMENTS

3.1 HEALTH & SAFETY RISKS ARISING FROM WORK ACTIVITIES

3.1.1 50 St Nicholas Street ("The Office")

Chris Keeble will undertake all risk assessments in connection with members of staff and others at the Office.

The findings of these risk assessments will be reported to Directors, who will approve the action required to remove/control the risks.

Chris Keeble will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every 12 months or when work activity changes, whichever is the soonest.

3.1.2 Quantity Surveying Activities (excluding Project Management)

Julian Harvey will undertake all risk assessments in connection with the Quantity Surveying activities (excluding Project Management) of the Company.

The findings of these risk assessments will be reported to Directors.

Directors will approve the action required to remove/control the risks.

Julian Harvey will be responsible for ensuring the action required is implemented.

Julian Harvey will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every 12 months or when work activity changes, whichever is the soonest.

3.1.3 Project Management

Chris Keeble will undertake all risk assessments in connection with the Project Management activities of the Company.

The findings of these risk assessments will be reported to Directors, who will approve the action required to remove/control the risks.

Chris Keeble will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every 12 months or when work activity changes, whichever is the soonest.

3.2 CONSULTATION WITH EMPLOYEES

Consultation with employees on health and safety matters will take place at regular staff meetings to be held at the Office. Where issues are of concern or where issues are raised by staff or other parties an interim meeting will be held.

3.3 SAFE EQUIPMENT IN THE OFFICE

Julian Harvey will be responsible for identifying all equipment is suitable for use, monitored and inspected. Yearly PAT testing will be carried out where appropriate on all relevant appliances and reports retained within the office.

Julian Harvey will be responsible for ensuring that all identified maintenance is implemented.

Any problems with equipment should be reported to Julian Harvey.

Julian Harvey will check that new equipment meets health and safety standards before it is purchased.

Chris Keeble will ensure display screen equipment and use is compliant with the Health & Safety (Display Screen Equipment) Regulations. Regular assessments will be undertaken.

3.4 SAFE HANDLING AND USE OF SUBSTANCES IN THE OFFICE

Chris Keeble will be responsible for identifying all substances with warning labels.

Where necessary Chris Keeble will be responsible for ensuring COSHH assessments are undertaken and that relevant employees are informed about these.

Chris Keeble will be responsible for ensuring that all actions identified in COSHH assessments are implemented.

All members of staff are responsible for following the guidance on warning labels and arising from COSHH assessments.

Assessments will be reviewed every 12 months.

3.5 SAFE HANDLING

Chris Keeble will be responsible for ensuring a manual handling assessment is undertaken when a manual handling task is unavoidable and a risk of injury is apparent.

3.6 PERSONAL PROTECTIVE EQUIPMENT

The company shall ensure all employees visiting construction sites are provided with suitable and maintained personal protective equipment to include the following as a minimum:-

- Head protection
- High visibility jacket/waistcoat
- Protective footwear

All users will be given training in the proper use of equipment.

3.7 INFORMATION, INSTRUCTION, SUPERVISION AND TRAINING

Health & Safety Law posters are displayed at the Office.

Supervision of trainees will be arranged and undertaken by the Directors.

Julian Harvey is responsible for ensuring that members of staff working at locations under the control of other employers seek relevant health and safety information.

Health and safety induction training will be provided at the Office by the Directors.

Health and safety training will be identified, arranged and monitored by Julian Harvey. Health and safety training records are kept at the Office.

3.8 ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

First aid boxes are kept at the Office (in the 1st Floor Kitchen).

Admin is responsible for assessing the most appropriate contents for these boxes, for replenishing these at intervals or after they have been used, and for their replacement in the event of loss or damage.

All queries relating to first aid boxes should be addressed to Margaret Jackaman.

In the absence of Admin any queries will be presented by Julian Harvey. All accidents and cases of work-related ill health are to be recorded in the accident book which is kept at the Office and JH will ensure that records are immediately brought to the attention of Chris Keeble.

Chris Keeble is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Chris Keeble is responsible for investigating accidents and work-related causes of sickness absences and for publishing his findings to relevant members of staff. All relevant members of staff are responsible for acting on these findings to prevent a recurrence.

3.9 FIRE AND EVACUATION FROM THE OFFICE

Chris Keeble is responsible for ensuring that fire risk assessments are undertaken and implemented.

Chris Keeble will confirm how often and by whom:

- escape routes are to be checked
- fire extinguishers are to be checked and maintained
- alarms are to be tested
- emergency evacuation procedures are to be tested

The meeting point is in front of Saints Café opposite the office.

4.0 SITE/BUILDING VISIT PROCEDURES

4.1 GENERAL INTRODUCTION

When a member of staff is making a site visit to other premises or working away from the office, for instance at the offices of a client or a consultant or on a construction site, their health and safety is the responsibility of the person or firm or contractor controlling that place.

Nevertheless, the Company as employer, is not absolved from its responsibility but can only discharge its duty of care with the cooperation of employees.

Compliance by all members of staff with the following guidelines will help with the achievement of the principal aims of ensuring employees safety, and the safety of others.

4.2 TIME AND LOCATION OF VISIT

Members of staff intending to be out of the office for any reason must inform reception of time and location. It is in employees' interests to telephone someone at the office if arrangements change, so that whereabouts are known.

4.3 PERMISSION TO VISIT CONSTRUCTION SITES/BUILDINGS

Employees are not to enter construction sites/buildings without permission.

On construction sites, the Contractor is normally responsible for the safety of persons lawfully on the site. Employees are to report to The Site Manager on arrival and prior to leaving.

If visiting occupied buildings, members of staff are to make prior arrangements with the relevant person in charge and report on arrival and prior to leaving.

When visiting construction sites and occupied buildings employees are to request the relevant health and safety information for that location.

Employees must always seek assistance from others on the site or in the building whenever they perceive their safety to be at risk.

Employees are not to visit an empty site, building or unfrequented spaces (e.g. ducts) within existing buildings on their own without permission. They are to make sure the office and, if applicable, the relevant person in charge knows where they are, what they are doing and report back at an agreed time. Establish an action plan in case of non-appearance after an agreed time.

4.4 PLANNING A VISIT

Members of staff are to plan and ensure they use appropriate equipment and protective clothing supplied on site. It is to be remembered that construction sites and unoccupied buildings can be dirty, damp, cold and dark, so it is important to be properly prepared.

Members of staff must familiarise themselves with all safe-working rules applicable to the site of place being visited and comply with them. Such rules could cover access and egress, the wearing of safety helmets, safety harnesses, eye protection, ear protection, footwear and clothing, special precautions in areas of particular hazard, reporting one's presence on site, etc. When conducting third parties on construction sites, members of staff must ensure that they always wear hard hats and appropriate protective clothing.

4.5 GENERAL CONSTRUCTION SITE SAFETY RULES

The basic safety rule is that when performing their duties, members of staff must not put themselves or others at risk whatever pressures are exerted on them by a contractor or others. Members of staff should draw attention to risks or hazards that appear to have gone unnoticed.

When visiting any construction site or surveying or inspecting on site.

- wear a hard hat (if required to do so or if you suspect that you might be struck by falling materials or that you might hit your head), suitable clothes and stout shoes or boots with steel toe caps. Do not wear thin soled or slippery shoes and avoid loose clothes which might catch on obstructions
- familiarize yourself beforehand with the plan of the building/site particularly the exit routes, make sure that security devices on exits will allow you to reach safety quickly
- check on protection when approaching stairwells, balustrading, lift shafts, roof perimeters, etc; do not use lifts; beware of ladders with rusty or rotten rungs, and never climb a ladder which is not securely fixed at the top
- ensure that there are toe boards to each lift of scaffolding, scaffold plates and that plant hoists are correctly protected
- check that planks are secure; beware of overhead projections, scaffold and plant, and proceed with caution

- keep clear of excavations
- on floors and the like walk over the structural members (eg joists, beams, etc) whenever possible – do not rely on floorboards alone; look for defects in the floors ahead, eg wet areas, holes, materials that might cover holes; do not lean on guard rails or roof lights
- do not touch any plant or equipment, keep clear of machinery and stacked materials, watch out for temporary cables, pumps, hoses and electric fittings
- watch out for cranes and overhead hazards
- watch out for discarded materials, especially those with projecting rails and the like
- watch out for unsighted and reversing vehicles
- watch out for hot bitumen and asphalt
- assume that services (e.g. cables, sockets, pipes etc) are not safe or have not been isolated
- leave the building immediately if you suspect the presence of gas, flammable liquids, dangerous chemicals or free asbestos fibres
- take particular care on uneven ground and/or in windy, cold, frosty, wet or muddy conditions
- do not walk and look around at the same time; keep one hand free at all times when moving; make sure that you are in a safe and balanced position whenever making notes or taking photographs; do not become distracted while climbing ladders.
- read all safety signs carefully and follow the instructions thereon

4.6 UNOCCUPIED SITES OR BUILDINGS

If the site, building or space is unoccupied, members of staff will need to anticipate hazards. They are not to take chances and are not to visit an empty building or space if they think it may be unsafe or dangerous. They are to ensure that they have permission and have notified the office and, if applicable, the relevant person in charge in accordance with 4.3 above. Common dangers to look out for include:

Structures

The chance of partial or total collapse of:

- Chimney stacks, gable walls or parapets
- Leaning, bulged and unrestrained walls (including boundary walls)
- Rotten or corroded beams and columns
- Roofs and floors

Timbers

- Rotten and broken floors and staircases. Flimsy cellar flaps and broken pavement lights
- Floorboards, joists and buried timbers weakened by age, decay or attack
- Projecting nails and screws. Broken glass
- Glazing in windows and partitions may be loose, hinges and sash cords weak or broken. Glass panels in doors and wing lights may be painted over

Roofs

- Fragile asbestos cement and plastic coverings
- Fragile roof lights (often obscured by dirt or temporary coverings)
- Low parapets or unguarded roof edges. Loose copings
- Rusted, rotten or moss covered fire escapes, access ladders and guard rails
- Rotten roof decking and joists-

- Slippery roof coverings (slates, moss or algae covered slopes)
- Broken access hatches
- Mineral wood dust, mortar droppings and birds' nesting material and excrement in roof voids. Cornered birds and vermin
- Insects, bugs and lice. Bee and wasp colonies
- Water cooling plant may harbour legionella
- Unguarded flat roofs
- Broken, loose, rotten and slippery crawling boards and escape ladders
- Weak flat roofs and dust covered roof lights
- Slippery roof surfaces
- High winds during roof inspection
- Ill-secured or flimsy, collapsible, sectional or fixed loft ladders
- Concealed ceiling joists and low purlins
- Ill-lit roof voids

Unsafe atmospheres

- Confined spaces with insufficient oxygen including manholes, roof voids, cellars, vaults, ducts and sealed rooms
- Rotting vegetation which may consume oxygen and give off poisonous fumes
- Accumulation of poisonous or flammable gases in buildings on contaminated land
- Stores containing flammable materials such as paint, adhesives, fuel and cleaning fluids
- Hazardous substances, including toxic insecticides and fungicides
- Gas build-up in sub floor voids

Danger from live and unsecured services

- Electricity, gas, water and steam supplies
- Awkward entrances into sub-stations and fuel stores
- Temporary lighting installations; mains connections and generators
- Buried cables and pipes

Hidden traps, ducts and openings

- Lift and services shafts, stairwells and other unguarded openings
- Manholes, including those obscured by flimsy coverings. Cesspools, wells and septic tanks

Intruders and others

- Physical dangers from squatters and vagrants – also guard dogs
- Health risks (including AIDS) from discarded syringes and condoms
- Structures weakened by vandalism or arson
- Aggressive tenants and property owners

Contamination

- Asbestos, lead and other substances hazardous to health
- PCB and PCN chemicals in electrical transformers and capacitors in fluorescent lighting fittings
- Overhead electrical cables
- Contaminated water supplies
- Contaminated air conditioning systems (legionella)

Vermin and birds

- Rats and mice: Weil's and other diseases
- Bird droppings
- Lice may be present in bedding, soft furniture and carpets

Adhere to the same safety rules as apply to Construction Sites (see 4.5), and always err on the side of safety should any unforeseen situation arise.

4.7 DURING WORK

- Use proper equipment, protective gear and clothing. Cameras or binoculars can be used to avoid climbing on roofs, for example
- Bring in specialist help if necessary. Steeplejacks and other trained operators for example should be brought in when needed
- Keep Clients and colleagues informed of hazards and safety issues relating to properties
- Refuse to implement instructions that expose you or anyone else to danger
- After an inspection leave the property secure and as hazard free as is reasonably practicable. Advise the Client for the property of any known residual hazards in writing.

4.8 STRUCTURAL COLLAPSE

If you discover a partial or total structural collapse, consider the need:

- to contact the HSE and/or the Local Authority Building Control Officer
- to contact the police where the public may be affected
- for the display of appropriate hazard notices

In any event contact the Managing Director and advise him of the situation by telephone.

4.9 ACCIDENTS

Any accident on a construction site, in another office or in an unoccupied building, must be reported immediately to the relevant person in charge and to a Director on return to the office.

4.10 UNSAFE COMPANIES

It is not for you to act as a safety officer for a contractor or others but informed professionals have a duty and a legal responsibility to prevent, as far as reasonably practicable, a contractor or others from carrying out unsafe Companies and placing staff or visitors in jeopardy.

If you observe any apparent or potentially unsafe or hazardous procedure on a construction site, you have a duty to report this to the Client or Client's Agent or Contract Administrator or Employer's Agent or the Clerk of Works, or if these are not available, the Site Agent or other person responsible for that place. All such reports should be confirmed immediately in writing and, in the case of a construction project, recorded at the next site meeting.

In the case of any dangerous, or potentially dangerous, site activity, the Contractor or person responsible must be advised to cease carrying out that particular activity which contravenes the Act and to continue only in a manner which does accord with the Act. Take steps to ensure your action is confirmed by written notice from the Client, Client's Agent, Contract Administrator or Employer's Agent to the contractor (or person responsible) as soon as possible.

It should be emphasized that failure to deal adequately with the danger will be notified to the HSE Inspectorate. If in doubt as to whether a situation is dangerous or not, err on the side of safety and immediately seek the advice of the HSE at the local office.

4.11 PROTECT YOURSELF ON SITE

- Do not overexert yourself
- Do not take unnecessary risks on site
- Do not drink or use drugs at all. Do not attend work whilst under influence.
- Pace yourself when the weather is hot and keep warm when it is cold
- Keep up to date with your anti-tetanus vaccinations
- Make sure people know where, when and with whom you are going

4.12 HSE INSPECTORS

Building operations and works of engineering construction, both on Crown and other sites, are by definition factories under the Factories Act 1961, so the HSE Inspectorate have major powers on all sites. The HSE may delegate the duties as the enforcing authority to the appropriate Local Authority.

If you encounter difficulties or are unable to deal with a situation immediately then seek the advice of the HSE at the local office.

5.0 MISCELLANEOUS PROCEDURES

5.1 BASIC SAFETY RULES FOR THE OFFICE

These are:

- ensure electrical plugs are safely and correctly wired, and place telephone and electricity cables where they cannot trip anyone
- do not overload socket outlets with adapters and multiple plugs
- switch off electrical machines after use or at the end of the day unless otherwise instructed
- report defective or faulty office equipment to Directors
- escape routes (in case of fire), stairways, passageways and space between desks must be kept free of all obstructions
- report potential hazards such as loose or frayed carpet tiles to Directors
- open one filing cabinet at a time, close filing cabinets and desk drawers after use
- do not run on stairs or read whilst walking in the office or using the stairs
- do not use sharp knives for opening letters
- report any use of the first aid box to Margaret Jackaman in order that its contents can be appropriately replenished
- make yourself fully aware of the Asbestos Survey Report as attached. Please note that any asbestos which may be present is of low risk although we understand from the property owners that is unlikely any asbestos remains in the building. If by accident to the structure asbestos materials are revealed this should be reported immediately to Directors who will take the necessary action.

5.2 ACCIDENT REPORTING

Any incident which results in injury to any person or damage to any equipment or property affecting or involving the Company and its staff and all accidents in the Company's premises must be reported to Chris Keeble. On the spot collection of factual information (location, witnesses, measurement, parties involved, police and fire brigade services, hospital, photographs where possible) will be the responsibility of Chris Keeble.

Any accident on a construction site must be reported immediately to the relevant person in charge and to Chris Keeble on return to the office.

5.3 ILLNESS

All members of staff should consult their GP before returning to work after a period of illness involving an infectious disease, all in accordance with the Company Sickness Policy.

No person should return to work before the expiry of any Certificate relating to any illness or injury without first consulting their GP.

Certain infectious diseases and medical conditions must be reported to the HSE by the Company. These include various types of poisoning, various cancers and other conditions, which can be caused through occupational hazards.

Staff should be aware that certain prescribed drugs and medicine can impair performance and judgment.

Staff equipped with heart pacemakers or similar medical equipment should observe any safety precautions of which they may have been advised, in particular connection with electrical distribution equipment or equipment emitting or likely to emit radio waves.

5.4 OCCUPATIONAL HEALTH

All members of staff are expected to have regard to the maintenance of their own physical and mental well being in the conduct of their business and personal lives.

Excessive stress in personal or business life can impair performance and lead to illness. Any member of the firm who considers they are suffering from excessive stress, for whatever reason, should consult Directors in the first instance, who will treat the matter confidentially.

5.5 SMOKING

Smoking is not permitted in the Company offices.

5.6 DRIVING

All members of staff or other persons engaged by the Company on its business must conform to all requirements of the Road Traffic Acts, associated legislation and the Highway Code.

All personnel driving in the course of their employment must:

- ensure that the vehicle is serviced, maintained and operated in accordance with the manufacturer's recommendations
- be in possession of a valid UK driving licence
- ask their GP if any prescribed medication will affect their driving ability if so they must refrain from driving

- refrain from using hand-held car telephones whilst driving
- secure all equipment, including laptop computers and briefcases, in the boot of the car
- wear glasses or lenses if prescribed for this activity

Personnel must avoid over the counter medications such as antihistamines for hayfever, nettle rash, asthma, eczema, or travel sickness preparations or cough and cold remedies, which can adversely affect driving.

Personnel must not drink and drive - if entertaining use public transport or a taxi.

Personnel must:

- check tyre pressures and visual condition of tyres regularly (cuts or obvious damage, especially the tyre walls)
- check seat belts, which must be working and in good order and worn by all vehicle occupants where provided
- beware of unmetalled roads and soft ground on sites, where possible parking off site (not in an area causing an obstruction to highway or site traffic)
- adjust driving techniques to suit weather and traffic conditions

Employees driving on business of the Company must have full comprehensive insurance cover, to cover the employee in the course of his employment and any other persons traveling with him.

5.7 HAZARDOUS SUBSTANCES

When any potentially hazardous substances are used at work, the Control of Substances Hazardous to Health Regulations (COSHH) require a register to be kept listing such substances and the associated risks and warning notices to be posted adjacent to the store and/or equipment containing and/or using the hazardous materials or substances.

All chemicals must be stored in containers bearing the approved safety signage and directions. In the absence of such information, or in case of doubt, the chemical should be disposed of by an authorized agent.

Please note it is dangerous to top up one bottle from another, since someone may have already stored another chemical in the bottle, which might cause a reaction.

If an incident does occur:

- ventilate the area
- evacuate the staff
- summon emergency services if necessary
- ensure a full written report is prepared without delay for Chris Keeble

The most hazardous materials are likely to be cleaning chemicals. The basic precaution is to avoid mixing any two cleaners, which are incompatible, such as powder and acid cleaners, liquid bleaches and powder bleaches. In both cases, toxic gases can be produced. Protective gloves and in some cases goggles must be worn when handling the chemicals.

Chemicals used by staff might include duplicating fluids, glues and solvents and reprographic chemicals. In all such cases, adequate ventilation needs to be available when these materials are used. Warning labels and guidance resulting from a COSHH assessment must be carefully studied and the precautions on them followed. Some of these materials may be flammable and the appropriate precautions, such as prohibition of smoking, should be taken.

5.8 VISUAL DISPLAY UNITS (VDU's)

The Health and Safety (Display Screen Equipment) Regulations 1992 require the risks of VDU work to be assessed. The HSE publication VDU's – An Easy Guide to the Regulations gives practical help on how to carry out the assessment.

The objectives of the assessment are to meet the following criteria for health and comfort.

- The VDU screen should be positioned to avoid unnecessary reflections on it.
- Brightness should be variable, image should be steady and characters should be clear.
- The chair should be correctly adjusted for height and back support and in good condition.
- The total time an operator works at a VDU should ideally be restricted to 6 hours per day with pauses of 5-10 minutes every 2 hours in periods of continuous use. Short, frequent intervals are more beneficial than infrequent ones. Work should be arranged by members of staff so that if it is interspersed with other tasks.
- VDU operators may request to have their eyes tested before operating a VDU. This is a test by an optometrist or doctor. There is also an entitlement to further tests at regular intervals; the optometrist doing the first test can recommend when the next should be. Spectacle wearers should consult their optician.
- People who suffer from epilepsy or associated illnesses should see their own medical adviser before operating VDU's.
- Discomfort or illness associated with VDU's must be reported to Directors.