

Stirling Maynard and Partners Ltd
(Trading as Stirling Maynard)

**HEALTH & SAFETY
POLICY DOCUMENT
and
ORGANISATION FOR
HEALTH & SAFETY**

Last Update: September 2020

**STIRLINGMAYNARD**
CONSULTING ENGINEERS

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Health & Safety Policy Document and Organisation for Health & Safety

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Health and Safety Policy

General Statement of Policy

Our policy is to comply fully with our duties under the Health and Safety Work Act 1974 (HSWA) to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the Policy are set out hereinafter.

It should be noted that all employees and Firm's contractors have responsibilities under the law to take care of the health and safety of themselves and others and to co-operate with the Firm in achieving this target.

The Policy will be kept up to date, particularly as the business changes in nature or size, and in line with changes to Health and Safety legislation. To ensure this, the Policy and the way in which it has operated will be regularly reviewed.

This is particularly relevant following the implementation on 1st January 1993, of the Six Codes of European related Legislation, Guidance and Approved Codes of Practice whose requirements have been generally incorporated into the Firm's procedures, although the process of familiarisation, education and updating of working practices is continually developing. In particular we have embraced the principles set out in the Management of Health and Safety at Work Regulations, 1999 (MHSWR) in our approach to the management of health and safety issues in our day to day business.

On 6 April 2015, the Construction (Design and Management) Regulations 2015 came into force and it is our policy for all our technical staff to be fully conversant with these Regulations. All technical staff understand and comply with their obligations as the Designer under the Regulations. The introduction of the Construction (Design and Management) regulations 2015 has introduced the role of Principal Designer for construction projects, a role that with our organisation capability and necessary skills, knowledge and experience, we can fulfil if appropriate.

Signed:..... *H. D. West*
Mr H D West, Managing Director.

Date:..... *30/9/2020*



Safety Policy Review

This Safety Policy Document shall be reviewed at least annually or sooner, should it be necessary to do so, to take account of changes in health and safety legislation, as a result of the findings of a management safety audit, issues raised by employee consultation or as a result of the findings of an accident report.

Reviews of policy and procedures will be undertaken by Mr A N Dugmore, Director responsible for health and safety matters, who by virtue of his training and experience, and with advice from the company health and safety advisor, is deemed to be a competent person as defined by the MHSWR, capable of carrying out such reviews.

ORGANISATION

General Responsibilities

- Overall and final responsibility for Health and Safety in the Firm is that of Mr H D West - Managing Director (Extension 147)
- Mr A N Dugmore - Director (Extension 155) is responsible for this policy being carried out at the premises at Stirling House, Rightwell, Bretton, Peterborough, PE3 8DJ
- Mr A N Dugmore is responsible for safety of the Firm's staff on site.
- All employees have the responsibility to co-operate with Directors, Associate Directors, Associates and Senior Staff to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- Whenever an employee notices a health or safety problem which they are not able to put right, they must straightaway tell the appropriate persons named above.
- Consultation between the Employer and employees under the Health and Safety (Consultation with Employees) Regulations 1996, is encouraged and shall involve Mr A N Dugmore as the representative of employee safety (RoES).
- The above will be jointly responsible for:
 - Safety training
 - Carrying out safety inspections
 - Investigating accidents
 - Monitoring maintenance of work equipment
 - Identification of need, issuing and monitoring of personal protective equipment.
 - Making arrangements for health surveillance (should it ever be considered that any employee's health is put at risk in the course of their work as identified by an appropriate risk assessment).
 - Monitoring the workplace for compliance with Workplace (Health, Safety and Welfare) Regulations 1992.
 - Undertaking work station assessment for users of Display Screen Equipment.
 - Undertaking manual handling assessments.
 - Implementation of and continued compliance with the Construction (Design and Management) Regulations 2015.
 - Generally undertaking or arranging for hazard identification and risk assessments for all activities carried out either within the office or on site.
 - Assessing the health and safety competency of contractors.

Risk Assessments

A statutory obligation exists under Regulation 3 of the MHSWR for the Firm to make a “suitable and sufficient” assessment of the risks presented by work activities affecting the health and safety both of employees and other persons, in order to identify the measures needed to “comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.”

The identification and elimination or control of health and safety hazards and risks associated with the workplace environment or daily activities is addressed by the application of such risk assessments.

Generally, risk assessments for office-based activities will be undertaken by Mr A N Dugmore or the company health and safety advisor. These are available on Deltek PIM for review and a copy is on the noticeboard in the upstairs kitchen.

A generic site visit Risk Assessment and Method Statement has been produced. This covers typical “low-risk” site visits. This document is available for review on Deltek PIM and a copy is on the noticeboard in the upstairs kitchen.

Before leaving the office to undertake a site visit, all staff are required to undertake a Site Visit / Hazard Review form (Form 223). A template for these is available on Deltek PIM. This form should be started prior to leaving the office, and reviewed with the Project Manager or a Director / Associate Director. The form should be completed to identify all hazards and control measures anticipated. These should then be reviewed again on site prior to commencing any work activities to check that the control measures are still adequate.

Where additional or higher risks are present, site or task-specific Risk Assessments and Method Statements should be prepared for the site visit / tasks. These will usually be prepared by the Project Manager or a senior engineer, and reviewed with a senior member of staff. Where necessary, these can also be reviewed by the company health and safety advisor.

Risk assessments shall be carried out and recorded. Conclusions reached and actions to be taken shall be stated, with time scales for implementing safe systems of working or control measures indicated.

New assessments or re-assessments shall be carried out as necessary whenever new activities are introduced, changes are made to the working environment, equipment or work procedures, new employees join the Firm or are engaged in new duties, following consultation with employees, or as a result of routine audit of the health and safety arrangements within the Firm.

Specific Risk Assessments

For some specific hazards, special individual regulations require a recorded assessment of risk. These hazards should be identified in the general risk assessment exercise carried out under the MHSWR. If the risk assessment has already been carried out and recorded to meet the requirements of the specific regulations then no further action is required. If, however, the general risk assessment identifies hazards requiring specific assessments which have not been done, these should be carried out. The following list of regulations contain specific requirements for the carrying out and recording of some form of assessment (of risk, hazard, exposure or other term as used in the regulations):

- the **Health and Safety (First Aid) Regulations 1981** (ACOP – L74 1997)
- the **Ionising Radiations Regulations 1999** (regulations 27 and 28)
- the **Control of Asbestos Regulations 2012**
- the **Control of Substances Hazardous to Health Regulations 2002** (COSHH) (regulation 6)
- the **Control of Noise at Work Regulations 2005**
- the **Management of Health and Safety at Work Regulations 1999** (New and expectant mothers at work – regulation 16, Young persons – regulation 19)
- the **Health and Safety (Display Screen Equipment) Regulations 1992** (regulation 2)
- the **Manual Handling Operations Regulations 1992** (regulation 4)
- the **Personal Protective Equipment at Work Regulations 1992**
- the **Regulatory Reform Fire Safety Order 2005**
- the **Control of Lead at Work Regulations 2002.**
- the **Work at Height Regulation 2005**

(These regulations amend the MHSWR – regulation 3 amended for risk assessments.)

Advice and Consultancy

- **Company Health and Safety Advisor**

Carrie Bye Consultancy Ltd.
6 Wakerley Drive
Botolph Green
Peterborough
PE2 7WF Tel. 07595 727709 e-mail: office@carribye.co.uk

- **Local inspector's office and telephone number:**

Health and Safety Team
Bayard Place
Broadway
Peterborough
PE1 1FZ Tel: 01733 747474

The Health & Safety Executive
Woodlands Manton Lane
Manton Industrial Estate
Bedford
MK41 7LW Tel: 01234 220633

- **Doctor or Nurse:**

Should the services of a doctor or nurse be required in an emergency telephone either:-

Bretton Health Centre
Rightwell East
Bretton
Peterborough Tel: 01733 264506

or

Peterborough City Hospital
Bretton Gate
Peterborough Tel: 01733 678000

Training

All employees will be provided with adequate training commensurate with the duties they undertake and the risks to which they are exposed during their normal work activities to ensure they can carry out their jobs safely both in the office and out on site.

All new employees undergo health and safety awareness induction training. Everyone is issued with a copy of the Company's Health and Safety Policy and asked to familiarise themselves with it. In addition, all technical staff are issued with a personal copy of the CIRIA Publication 151 "Site Safety Handbook" which they are expected to study prior to spending time on construction sites which is likely to form part of their routine work activity. Personal protective equipment is issued as appropriate.

Induction training for all office based staff comprises such topics as:

- Familiarisation with emergency fire drill procedures.
- Assessment of display screen equipment work station where appropriate.
- Manual Handling assessment where appropriate.
- Training in the use of equipment (ie photocopiers, print machines) where these involve potential health and safety risks from hazardous substances, electricity etc.

Ongoing training is provided to staff in a number of ways including:

- In-house seminars and instruction videos.
- Selected external courses on specific topics to suit job demands (ie confined space training, trackside safety training, etc.)
- Access to regularly updated health and safety literature.
- Access to monthly journals such as HSWA Newsletter and the HSC Newsletter.

For site based activities refer to "General Arrangements on Site" regarding any additional health and safety training to be provided for employees.



Consultation with Employees

Due to the size of our company, consultation with employees is carried out on an informal basis. All documents and policies are available to staff on our internal management system, and they are reminded to review these at least annually. We have an 'open-door' attitude towards health and safety, and encourage staff to speak to their line manager at any time they have issues in the workplace. We have a noticeboard for safety information, and frequently hold review meetings with staff where they can discuss any concerns.

GENERAL ARRANGEMENTS AT HEAD OFFICE

Accidents

- **The Firm has two First Aid Boxes located:**

On the first floor in the refreshment area and

On the ground floor between the drawing offices

- **The Nominated Qualified First Aider is:**

Mr R M Everett

- **The Nominated Trained First Aiders are:**

Mr N Ward and Mr B Hoadley

- **Appointed person responsible for maintaining the First Aid Boxes is:**

Mr R M Everett

- **Person responsible for recording and reporting accidents:**

Mr A N Dugmore

Accident record book is held by Mr A N Dugmore on the first floor.

Reportable incidents under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) shall be reported in accordance with the regulations.

- **Accident Investigation**

In the event of an accident or incident involving an employee, sub-contractor, visitor or member of the public on the office premises or on a site that the Firm has a responsibility for, an investigation must be carried out.

All accidents shall be investigated but the rigorousness of the investigation will depend on the potential severity of injury and/or damage of the particular incident.

The primary objectives of the investigation are to:

- Determine what happened
- Determine the immediate and secondary causes
- Initiate preventative action
- Ensure actions are complete
- Prevent recurrence

All accident investigations will be undertaken either by Mr A N Dugmore or a suitably qualified Health and Safety advisor. The results of the accident investigation will be recorded on investigation report forms.

GENERAL ARRANGEMENTS ON SITE

All members of staff are issued with a Site Safety Handbook, Special Publication 151 produced by CIRIA.

All staff visiting site are encouraged to have a current Construction Skills Certification Scheme (CSCS) Card commensurate with their qualifications and experience.

Responsibilities on Site

All members of the Firm who may be involved in site duties shall have the following responsibilities:

- Know, understand and maintain the Company Health and Safety Policy and Standards at all sites within their operational sphere, and ensure this is brought to the attention of all sub-contractors or other visitors.
- Maintain an up to date knowledge of standards, codes, legislation and regulations as they affect the Company and its Health and Safety Policy.
- Consider Public safety where site operations make this necessary
- Consider the Client's safety requirements and procedures by familiarisation and implementation of specific site safety rules.
- Be aware of identified hazards and risks and ensure that safe systems or working are adhered to at all time
- Set a personal example at all times, particularly by wearing and using appropriate protective clothing and safety equipment.

First Aid and Accident Reporting on Site

Where there is a requirement for staff to visit site, a driver's pack should be taken which includes some basic first aid kit.

Where a member of staff is visiting a site that is occupied (by a Client, Contractor or other such organisation), consideration should be given to the use of first aid facilities available on the site. This may be covered in a site induction or agreed with the site contact.

Where there is to be an extended period of working at a particular site, it is recommended that a written agreement is obtained to confirm that the site's first aid facilities can be used by Stirling Maynard staff.



Where accidents or injuries occur whilst working away from the office, it may also be necessary to record these with the organisation responsible for the site (e.g. Contractor or owner).

Stirling Maynard will undertake their own investigations into any accidents or incidents involving a member of staff on site. Additionally, the Firm will provide any information, reasonably requested for investigations by others, resulting from any accident or incident involving a member of Stirling Maynard staff. Where appropriate, the findings of Stirling Maynard's investigation will be provided to the organisation responsible for the site.

Health Surveillance

The Firm understands its obligations to provide health surveillance under MHSWR to all employees as appropriate having regard to the risks to their health arising from their work environment eg exposure to excessive noise levels, exposure to substances hazardous to health etc.

Due to the nature of the Firm's business it is generally considered that the risk of exposure to such hazards is extremely low.

However, should it ever be determined in the course of a specific risk assessment that there is a need to initiate health surveillance of an employee or groups of employees, periodic health examinations will be instigated as a means of enabling early detection of evidence of occupational disease.

Contractors and Specialists Working at Head Office

Contractors and Specialists who visit Stirling House to carry out work must be provided with appropriate information and instructions regarding relevant risks to their health and safety. Specialists are most likely to be better informed than the Firm regarding the risks normally associated with the tasks that they carry out. Hence, our instructions should only be concerned with the risks which are peculiar to our activities or premises. The visiting Contractor or Specialist may introduce risks to the Firm's employees from equipment or substances they may bring with them. They are required to produce sufficiently comprehensive risk assessments and method statements for approval by either a Director or Associate Director, prior to commencing any work.

Where the work being undertaken is "Construction Work" as defined by the Construction (Design and Management) Regulations, it will be necessary to ensure that there is a Principal Contractor and that a Construction Phase Plan is produced. For simple tasks, this can be based on the HSE CIS80 form <http://www.hse.gov.uk/pubns/cis80.pdf>

General Fire Safety

Mr A N Dugmore is responsible for all General Fire Safety

- **Escape routes:**

Escape Routes are found on ground floor a) through main entrance and b) through Rear Office to “car park” entrance c) through the kitchen at the bottom of the stair. First floor fire escape is located in Print Room

For procedures to be followed in the event of the fire alarms sounding refer to the Fire Procedure statement previously issued to you or displayed on the notice board.

Drawings showing the escape routes are provided on the door in Conference Room 1 and the door between Conference Room 2 and the rear office area. An additional copy is included in the visitor signing in book.

- **Fire extinguishers:**

These are checked every 12 months by:

Churches Fire Security Ltd
Fire House, Mayflower Close
Chandlers Ford, SO53 4AR

Tel: 0870 608 4350

- **Fire Alarms and Emergency Lighting:**

These are checked every 3 months by:

Churches Fire Security Ltd
Fire House, Mayflower Close
Chandlers Ford, SO53 4AR

Tel: 0870 608 4350

In addition, weekly tests on parts of the fire alarm system are undertaken by Mr A N Dugmore (or a delegated person).

Emergency lighting checks are undertaken monthly under the by Mr A N Dugmore (or a delegated person).

- **Staff Visiting Sites**

When engaged in projects on sites where the employer has strictly laid down procedures for evacuation and mustering in the event of a fire or during fire alarm drills then all Site Staff should familiarise themselves with the obligations of such procedures.

Electrical Equipment

- **Routine for inspecting plugs and cables for loose connections and faults:**

All electrical equipment and installations will be checked regularly by a qualified electrical contractor. If any employee has any doubts regarding the safety of the equipment they are using it should be reported immediately to Mr A N Dugmore.

- **Use of extension leads and portable equipment:**

Extension leads should not be overloaded by the use of multiple connections and should not cross a recognised through walkway. If the latter is unavoidable for short periods of time the cable shall be securely taped to the floor and warning notices placed to inform employees of the potential hazard.

- **Electric Shock Action:**

Copies of the poster advising what actions should be taken in the event of someone receiving an electric shock are displayed in the downstairs kitchen next to the cupboard containing the electric meters and distribution boards.

- **Use of Employees Own Equipment**

Employees are requested not to bring in their own mains-powered electrical equipment. USB leads that connect to a PC are permitted for low power usage (e.g. charging phones and tablets). However, anything that plugs directly into the mains should not be used in the office without the express permission of the Directors.

ADDITIONAL SOURCES OF INFORMATION

Recommended Reading for Employees

The following publications from the Health and Safety Commission and the Health and Safety Executive are available to all members of staff and are located in the Library.

- A Guide to the Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999 - Approved Code of Practice
- Workplace (Health, Safety and Welfare) Regulations 1992 - Approved Code of Practice
- Personal Protective Equipment at Work Regulations 1992 - Guidance on Regulations
- Provision and use of Work Equipment Regulations 1998 - Guidance on Regulations
- Manual Handling Operations Regulations 1992 - Guidance on Regulations
- Health and Safety (Display Screen Equipment) Regulations 1992 - Guidance on Regulations
- Essentials of Health and Safety at Work
- The Health and Safety System in Great Britain
- Health and Safety Law (copy displayed in kitchen area)
- The Construction (Design and Management) Regulations 2015
- **HSE** - CDM Regulations How the Regulations Affect You
- **HSC** - Managing Health and Safety in Construction, Construction (Design and Management) Regulations 2015 – GUIDANCE ON REGULATIONS
- Department of Transport 'Traffic Safety Measures and Signs for Roadworks and Temporary Situations' (Chapter 8)
- Safer Road Works Ahead - A booklet for road workers and supervisors
- Safety at Street Works and Road Works - A Code of Practice

Employees are requested to verify that any hard copy documents in the Library are up-to-date prior to use. Many of these documents are available to download via the IHS Subscription. Where an employee identifies an out-of-date publication, the hard copy should be marked as "Out-of-Date – for reference only" and, where necessary, an up-to-date copy obtained.

Guidance Notes issued by the Health and Safety Executive are available via the HSE website: www.hse.gov.uk.