

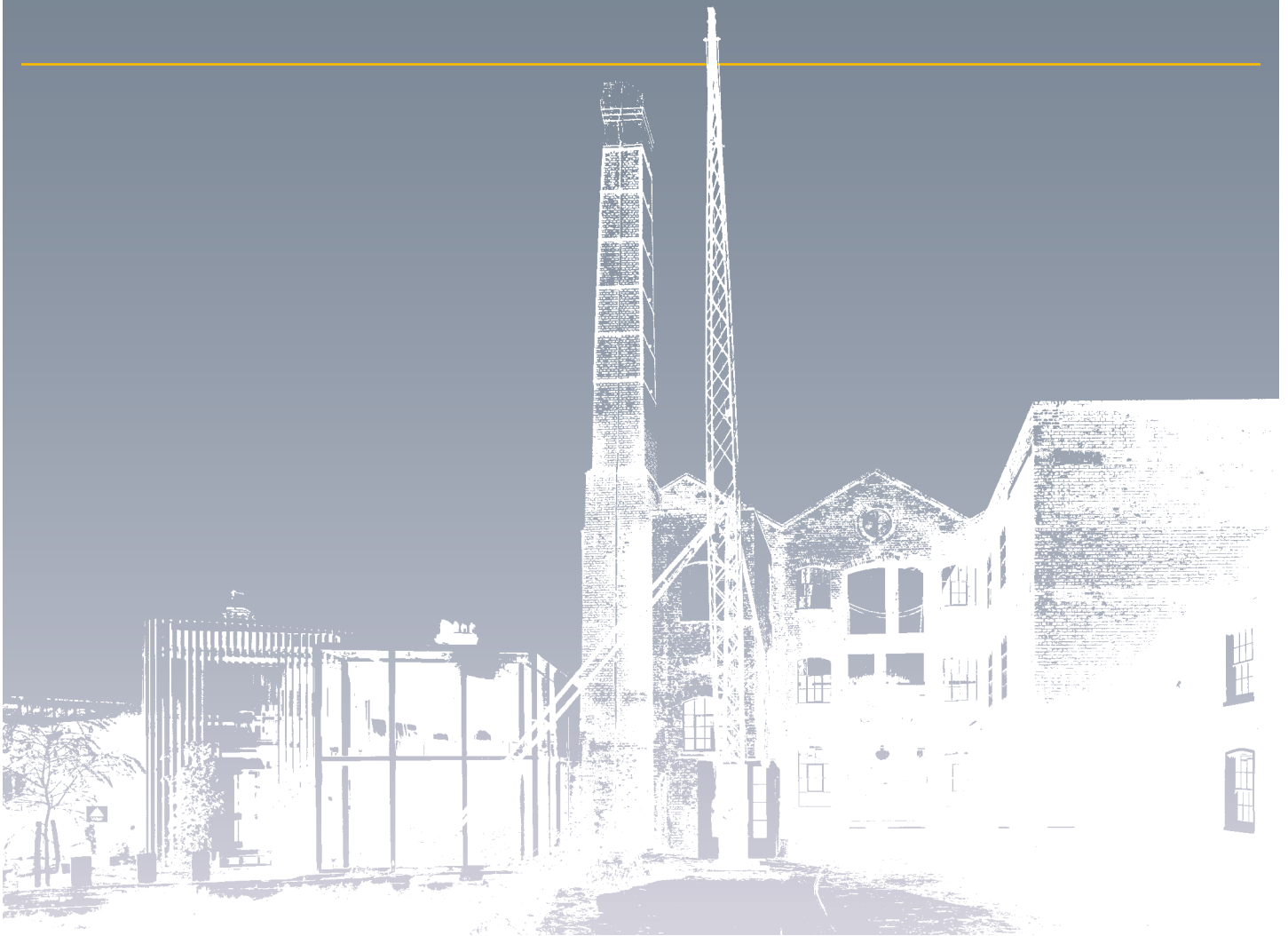


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# Health & Safety Policy and Manual

Pollard Thomas Edwards architects  
2010

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## 1.0 SCOPE AND DEFINITIONS

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### a. Scope

This H&S Manual is designed to assist management and staff of **Pollard Thomas Edwards architects (PTEa)** to comply with H&S legislation.

It contains the company's H&S Policy Statement and H&S arrangements. The H&S Policy statement applies to all areas of our work and all offices, with the H&S arrangements, or the manual, describing the specific arrangements we have in place both in the office and work/site environment. The Liverpool office has specific H&S arrangements and many of the systems described in the manual apply to the London office only.

Safety Choice H&S Consultancy Ltd, the company's H&S Competent Person, has advised in writing this manual, which has been reviewed and amended in consultation with PTEa management and Directors.

This document is available to every member of staff via the PTEa Intranet and a copy of the Health and Safety policy statement (not full document) is displayed on office notice boards. All new members of staff are introduced to the PTEa intranet at their induction and taken through the H&S principals of the Policy and manual.

### b. Acronyms and Definitions

H&S	Health and Safety
HSE	Health and Safety Executive
LA	Local Authorities
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrence Regulations
COSHH	Control of Substance Hazardous to Health Regulations
PPE	Personal Protective Equipment
MSDS	Material Safety Data Sheet
RSI	Repetitive Strain Injury
DSE	Display Screen Equipment
IJ	Injured Person
F	Fatality
SI	serious injury
DO	dangerous occurrence
LTI	Lost Time Injury
ALARP	as low as reasonably practicable
SOP	Standard (or Safe) Operating Procedures

## 2.0 HEALTH & SAFETY POLICY STATEMENT

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### PURPOSE

The H&S Policy statement is a summary which is relevant to all PTEa's company activities and services.

The Policy statement demonstrates the company's commitment to ensuring the H&S of its employees and visitors, and confirms its commitment to abide by H&S legislation.

The Health and Safety Policy statement has been developed under the supervision of Christian Gibbon (the Executive Appointee) and endorsed by PTEa's Directors.

### LEGISLATION AND RELATED DOCUMENTS

The Health & Safety at Work, Act 1974

### PROCEDURES

On behalf of the Practice, Christian Gibbon will review and update this document; amending the document in the light of experience, changes in circumstances and any relevant regulations.

Christian Gibbon monitors and controls H&S activities via weekly Management Group meetings and disseminates Health and Safety information at the Monthly Management Forum (attended by Directors, Associate Directors and Associates). Health and Safety is a standard agenda item at both meetings.

### HEALTH AND SAFETY POLICY STATEMENT

#### POLLARD THOMAS EDWARDS architects

PTEa is committed to conducting its activities in compliance with Health and Safety legislation and to continual improvement in Health and Safety performance.

Our policy is 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 so far as they 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 below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

Detailed reference information can be found in the Company H&S Management System also known as the Health and Safety Manual. This H&S Policy statement and other parts of the H&S Policy will be reviewed at least annually, amended and updated as and when necessary.

Christian Gibbon  
Executive Appointee  
May 2010

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## 3.0 RESPONSIBILITIES

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The successful implementation of an H&S policy in an organisation requires the commitment and active participation of everyone within that organisation.

The policy of PTEa is that all levels in the organisation shall demonstrate commitment to H&S.

All employees of PTEa have H&S responsibility although some have specific responsibilities. These responsibilities are outlined below.

### PURPOSE

Responsibilities are communicated to responsible individuals in their Job Description in order to facilitate effective H&S Management. Outlined below are the H&S responsibilities of individuals within the organisation and for employees in general.

- **PTEa Executive Directors**

Andrew Beharrell, Teresa Borsuk, Stephen Fisher

- **Executive Appointee and H&S Co-ordinator**

Christian Gibbon

- **Premise Administrator**

Steve Arnold

- **Full First Aider**

Steve Arnold

- **First Aid Appointed People:**

#### London Office

James Martin	Basement
Steve Arnold	Basement
Lucy Tams	Ground floor
Stefanie Coltra	Ground floor
Jean Franco	First floor
Vlora Carter	First floor

#### Liverpool Office

Peter Prescott

- **Fire Warden:**

#### London Office

Peggy Mead	Basement
James Martin	Basement
Martin Craig	Ground floor
Adrie Rensen	Ground floor
Robin Saha-Choudhury	First floor
Mike O'Rourke	First floor
Michael Olapoju	First floor

#### Liverpool Office

Philip Lee  
Calvin Wilkinson

- **Health & Safety Competent Person**

Fred Wilson

- PTEa Executive (Directors) are accountable for compliance with all relevant legislation or other legal requirements within the Company.
-

### 3.0 RESPONSIBILITIES CONT.

#### EXECUTIVE APPOINTEE

##### Responsibilities:

- Overall and final accountability for health and safety in the company is that of the PTEa Directors
- **CHRISTIAN GIBBON** (Executive Appointee) has overall responsibility for ensuring that PTEa H&S Management System is approved, implemented and reviewed
- The Executive Appointee is responsible for approving and signing the Company H&S Policy Statement.
- The Executive Appointee shall include H&S issues in budgets and operational plans. He must inform the PTEa Executive about developments or specific issues related to H&S relevant to the business of which he has become aware.
- The Executive Appointee nominates 'Competent Persons' as required under the Management of Health and Safety at Work Regulations. These nominated competent persons have delegated responsibility to ensure that the business activities comply with statutory Requirement for health, safety and welfare.
- The Executive Appointee attends monthly Forum meetings where H&S matters are a set item on the meeting agenda.
- The Executive Appointee is responsible for ensuring that adequate arrangements have been made to allow him to carry out his responsibilities and to facilitate the implementation of the H&S policy and the action programmes derived from it. This includes resourcing health and safety requirements relevant to the work in hand.
- On behalf of the Practice, Christian Gibbon will review and update this statement of safety policy in the light of experience, changes in our circumstances and changes in the regulations.
- A copy of this document is available to every member of staff via the intranet and a copy is of the H&S Policy Statement (policy statement only not the full manual) is displayed on notice boards.
- Responsible for communicating with and motivating all business personnel on H&S issues.

#### H&S COORDINATOR

##### Responsibilities:

- To liaise with, co-operate with, and oversee the work of any appointed Health and Safety Consultants.
- To act as the primary contact, within the Business, for interaction with external agencies and authorities such as HSE, EA and with external specialists.
- To keep abreast of changes to current and new legislation in consultation with the H&S Consultant to provide assistance/advice to the management team regarding methods of implementation to meet statutory requirements.
- To ensure that all H&S Management documentation is safely stored, easily retrievable and kept up to date.
- To ensure that all employees are acquainted with evacuation procedures in the case of a fire.
- To organise and plan health and safety requirements, including demonstrating consideration of any 'special events' that occur during the year e.g visits such as Open Up, Open House, and any parties or other special events that take place at PTEa premises.
- To ensure that H&S instruction and training is provided to staff (and visitors if appropriate).
- To ensure that all health and safety matters requiring attention that have been brought to his notice and are dealt with in a timely and efficient manner.
- To communicate with and motivate all business personnel on H&S issues.

**The Health and Safety team** report directly to Christian Gibbon



## 3.0 RESPONSIBILITIES CONT.

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### PREMISE ADMINISTRATOR

Steve Arnold is the Premise Administrator and reports to the H&S co-ordinator as appropriate on all matters relating to Health and Safety.

#### Responsibilities:

- To Inspect London premise daily, reporting any finding to the H&S co-ordinator and dealing with any matter where appropriate (uses form 1 in the Health & Safety Manual Appendices as a prompt).
- To assist in the organisation of H&S instruction and training that is provided to staff (and any visitors should this becomes appropriate)
- To carry out monthly fire safety inspections in PTEa premises (see form 2 in the Health & Safety Manual Appendices).
- Is responsible for fire precautions, which include a duty to:
  - organise periodic fire drills tested
  - have fire equipment tested and serviced or renewed
  - carrying out regular fire precautions audits (see form 2 in the Health & Safety Manual Appendices)
- To carry out weekly fire point testing (Wednesday 12:00) and ensures testing procedure for fire alarms, testing of emergency lighting, smoke detectors and portable fire extinguishers are carried out in accordance with the description in section 4 of this document.
- To ensure fire extinguishers in the London premise are scheduled, inspected and maintained.
- To record all fire drills; making a note of the date, time, building evacuation time and any comments arising out of the drill.
- To record all/any visits by the Fire Authority.
- To ensure that any health and safety matters that have been brought to his attention are dealt with in a timely and efficient manner.
- Steve Arnold is also the London Offices' fully trained first aider and is responsible for ensuring that the first aid kits are located in their correct places and the contents checked regularly.
- To assist the Company in investigating accidents, including, dangerous occurrences.
- To keep, maintain and record any incidents in the accident book.

### GENERAL MANAGER

Christian Gibbon is the General Manager and is responsible for making business decisions, including H&S matters.

#### Responsibilities:

- To organise, plan and resource health and safety requirements as appropriate.
  - To ensure that adequate arrangements have been made for the effective management of health and safety in his area of responsibility and provide appropriate evidence of this.
  - To ensure that adequate arrangements are in place for providing employees with instructions, information, training and supervision in relation to health and safety matters.
  - To ensure that any health and safety matter requiring attention that has been brought to their notice, is dealt with.
  - Christian Gibbon is responsible for H&S in respect of the computers and associated equipment (DSE), assisted by James Martin, System Administrator.
  - To liaise and co-operate on health and safety matters with the Competent Person(s).
  - To be responsible for PTEa sub-contractors (cleaners, maintenance etc) and in conjunction with the Premise Administrator (Steve Arnold) ensure they have the correct Health and Safety procedures in place.
-

### 3.0 RESPONSIBILITIES CONT.

#### ASSOCIATE DIRECTORS, ASSOCIATES & SENIOR ARCHITECTS

##### Responsibilities:

- To organise, plan and resource health and safety requirements as relevant to the work in hand.
- To ensure that employees under their control (including temporary/contracted employees) receive appropriate instructions, information and training in relation to health and safety matters.
- To ensure that any health and safety matters requiring attention that have been brought to their notice, are dealt with.
- To actively promote a good health and safety culture by ensuring health and safety issues are effectively dealt with, that health and safety issues are discussed with employees and encourage employees to report any health and safety concerns.
- Consult with the H&S Coordinator (and/or the Competent Person) when in doubt as to what action should be taken in response to an H&S issue.
- Liaise and co-operate on health and safety matters with the Competent Person(s) and in particular with the H&S Coordinator.
- To have the authority to prohibit, amend or order to cease, ANY activity, which poses a risk of serious and imminent danger.
- To ensure that all accidents, incidents, dangerous occurrences and causes of ill health occurring within their remit are properly reported and investigated.
- Following each fire drill, review its effectiveness at the Associate Directors meeting, and where necessary, action taken to ensure all staff are fully aware of the fire procedures.
- Review of this manual, together with monitoring of H&S matters will be overseen by the Associate Directors at their fortnightly meetings, with a summary to the monthly Management Forum of key or relevant issues.

#### ALL EMPLOYEES

##### Responsibilities:

- All employees have the responsibility to co-operate with the Directors on the Executive to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- All employees have the responsibility to develop safety awareness. Those whose work takes them outside the office to conduct surveys or to visit building sites which are beyond the Practice's control should assume individual responsibility for their own health and safety whilst on site.
- Comply with the requirements of PTEa H&S policy statement & manual (this document) at all times.
- Whenever an employee notices a health and safety problem which they are not able to put right, they must tell a member of the Health and Safety Team.
- Anyone concerned about any of the matters relating to this policy statement should feel free to discuss the problem with one of the Directors, or whoever they feel is appropriate.
- Report any accident, personal injury or incident promptly to their immediate supervisor. These include ill health and welfare incidents.
- Obtain first aid for injuries.
- All members of the staff, including Directors, should complete the Signing Out Book (which is kept at reception) whenever they leave the office on business during their working hours (note an individual's working hours may be different from PTEa core work hours.)
- Not intentionally or recklessly interfere with, or misuse anything provided for the purpose of health, safety and welfare.
- Use all machinery, equipment, dangerous substances, PPE, transport equipment and safety devices in accordance with any relevant training and instructions.
- Whenever an employee notices a health and safety problem which they are not able to put right, they must straightaway tell the appropriate person named above and stop any work where there is immediate danger to health and safety.
- Inform his/her employer of any shortcomings in protective arrangements.



### 3.0 RESPONSIBILITIES CONT.

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- Ensure that the information relating to health, safety and welfare given during induction training and subsequently during specific job training is understood, and seek clarification from managers should there be a need for additional explanation.
- Adopt the correct method of work, and not improvise by using methods, tools or equipment which might entail any unnecessary risk to themselves or other persons.
- Assist in the maintenance of acceptable standards of tidiness and of good housekeeping.
- Contribute to the objective of ensuring all PTEa operations are safe as far as is reasonably practicable.
- Anyone concerned about any of the matters related to this policy statement should feel free to discuss the problem with one of the health and safety team or Directors.
- Ensure waste is disposed of in the appropriate bins provided.

#### VISITORS

We believe that it is sensible to assume that visitors to PTEa offices will be professional and reasonable adults. It is the PTEa contact who is responsible for ensuring visitors follow reasonable procedures, and these are not dissimilar to what you would expect to encounter when visiting other professional offices.

- In the London Office PTEa reception will ensure all visitors sign the visitors book upon arrival.
  - In the Liverpool Office all visitors must sign in at the reception for Merchants Court which is organised by the building manager.
  - PTEa contact to stop actions if visitor exhibits disregard for their own personal health and safety or that of others.
  - If a visitor is to be left unattended for any period of time the PTEa employee is to stress that they must report to them, or PTEa reception, promptly any incident resulting in personal injury, damage to property or equipment.
  - We would expect a visitor to follow the PTEa contact's instructions if an unforeseen event occurred i.e. with regard to fire precautions, but we would not expect the PTEa contact to put themselves at unnecessary risk if the visitor does not co-operate in a reasonable time.
  - In the London office a brief statement to visitors is displayed at reception (see Appendix 3 in the Health & Safety Manual Appendices).
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### 3.0 RESPONSIBILITIES CONT.

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#### HEALTH AND SAFETY COMPETENT PERSON (CONSULTANCY)

Fred Wilson, BEng MSc CEng MChemE MIOSH/RSP  
Safety Choice H&S Consultancy Ltd  
8 Dernasigh Rd  
Dernasigh  
Armagh BT60 4QD  
Tel: 0808 1601166  
Fax: 0845 0090989  
e-mail : [fred.wilson@safetychoice.co.uk](mailto:fred.wilson@safetychoice.co.uk)

#### Responsibilities:

- To assist PTEa management in complying with H&S requirements.
  - To provide authoritative advice to PTEa on health, safety and welfare issues, including the preventative and protective measures to control work related risk.
  - To keep up to date on any changes to H&S legislation, codes of practice, guidance and be aware of current best practice in relation to H&S issues. To advise PTEa Health and Safety team of any changes relevant to the practise.
  - To act as external independent auditor of PTEa H&S Management.
  - To review PTEa H&S Management annually, and report promptly any findings, especially those that require action.
  - To keep PTEa management up to date with relevant H&S legislation.
  - To consult and liaise with PTEa Board's H&S Appointee and/or the H&S Coordinator on any H&S issue.
  - To assist PTEa management on any contact with local Enforcing Authority (HSE/LA) whenever required.
-



### 3.0 RESPONSIBILITIES CONT.

#### FIRE WARDENS

##### Responsibilities:

Fire Warden General duties include the following:

- Understand the evacuation procedures.
- Know the location of all fire extinguishers, fire alarms, and evacuation routes.
- Identify themselves as PTEa Fire Wardens to personnel within PTEa, particularly to new employees.
- Ensure all staff know the location of fire call points, emergency exits, and the evacuation assembly point.
- Be aware of potential fire hazards and report to the H&S Coordinator.
- Give feedback on fire evacuation procedures.

**When An Alarm Sounds, fire wardens should take the following actions in so far as they do not endanger their own safety:**

- Direct all personnel out of the building through the nearest safe exit.
- Ensure all bathrooms, offices; hallways and stairwells are clear of occupants, on their floor
- Ensure (if possible) that all doors, windows and other openings are closed, on their floor.
- Ensure that all persons on their floor within the PTEa premises, have been evacuated BUT THEY SHOULD NOT WAIT UNTIL THE BUILDING IS CLEAR BEFORE LEAVING IT. THEY SHOULD NOT DELAY THEIR OWN EVACUATION BY ATTEMPTING TO PERSUADE PERSONS WHO ARE RELUCTANT TO LEAVE.
- Evacuate by the safest and most direct route after completing their inspection.
- Proceed to the evacuation assembly point.
- Report to the Borough Fire officer, the H&S Coordinator and person carrying out the role call, if someone is known to be missing in the building, report any information they may have as to where the person was working at the time of the alarm.
- Ensure no one enters the building before it is safe to do so.

- In conjunction with the H&S Coordinator, evaluate the effectiveness of the fire and evacuation procedures after the fire or fire drill and make changes to improve performance. The H&S Coordinator will also report back and consider at the AD's meetings.

#### FIRST AIDERS & APPOINTED PERSONS

Note: At the London premises PTEa have one fully qualified first aider, Steve Arnold, supported by a number of appointed persons, staff who have attended a basic first aid course.

##### Responsibilities:

- To give immediate assistance to casualties with both common injuries or illness.
- To summon an ambulance or other professional help.
- All reported injuries (no matter how small) are to be recorded in the accident book. Ensure any assistance they provide has the appropriate entry in the accident book.
- To ensure that right level of management is aware of the accident and that an accident investigation has taken or will take place.
- Full first aider: to ensure that the First Aid boxes are suitably stocked, and appropriately located.

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL'

NOTE: Approach of this 'manual' is based on OSHAS 18001 rather than HS(G)65; to be closer in line with our ISO 14001 accreditation.

The H&S Arrangements describe the policies and procedures by which PTEa management ensures compliance with H&S legislation and the health and safety of its employees, clients and visitors.

### 4.1 IDENTIFYING REQUIREMENTS

#### PURPOSE

PTEa identifies and maintains the H&S requirements with assistance from its H&S Competent Person.

The H&S requirements come from three main areas:

- Regulatory and other external requirements
- Architects own governing bodies i.e RIBA, ARB
- H&S Hazards that arise out of the company's day to day operations

#### PROCEDURE

##### 4.1(A) Regulatory and other external requirements

###### (a) Identifying Legal Requirements

PTEa management will be kept up to date with H&S legal requirements through consultation with Safety Choice H&S Consultancy Ltd.

Changes to existing legislation and new legislation will be communicated to PTEa management at least annually via briefings which will be used to inform employees on new legislative requirements.

###### (b) Other external requirements

**Clients/contractors:** these may from time to time point out hazards or near-misses which will be taken into account in future updates of the H&S arrangements if applicable.

**Safety Consultants:** Safety Choice carries out annual audits of the company's H&S Management System. This audit highlights areas that need to take priority. Fred Wilson, from Safety Choice, also carries out annual Fire Risk Assessments and Premises H&S audits.

##### 4.1(B) Professional Industry Associations

- PTEa architects are members of ARB – PTEa encourages RIBA membership.
- Architects receive a personal copy of RIBA and monthly journal;
- The RIBA journal practice bulletin will sometimes cover H&S topics relevant to architects.
- Construction line Health and Safety and CHAS registration also helps to drive H&S within PTEa.



## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4.2 ACCIDENT AND INCIDENT REPORTING

#### PURPOSE

To ensure that all H&S non-conformances are dealt with in the appropriate manner, to ensure measures are put in place to prevent recurrence and to ensure that reportable incidents are communicated to the HSE within the allowed timescale.

#### LEGISLATION AND RELATED DOCUMENTS

Social Security (Claims & Payments) Regulations 1979 and Amendments (1987 and 1993)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

#### POLICY

All injuries **MUST** be reported to the first-aider(s) for treatment as soon as possible following an accident.

All accidents involving personal injury to staff or visitors should be reported to a member of the Health and Safety Team or a Director in order that an appropriate level of investigation may be carried out and recorded by one of them in the accident book, in the London office kept with Steve Arnold and in the Liverpool office kept with Diane Tumber.

All accidents that occur while at work on or whilst carrying out work away from the office, must be recorded the same day in the Accident Book. As much information as possible should be logged.

**Christian Gibbon should be notified of all such accidents or potentially dangerous occurrences and will notify the HSE via [www.riddor.gov.uk](http://www.riddor.gov.uk) if such circumstances fall within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).**

Further detailed investigations will be carried out when the "Incident" is deemed serious as defined under RIDDOR. As a minimum the accident reporting form in Appendix 4 of the Health & Safety Manual Appendices should be used.

***The H&S Competent Person (Fred Wilson) will be consulted to clarify if an incident requires reporting under RIDDOR.***

The H&S Coordinator (CG) is responsible for all communications and liaison with external bodies.

All employees are also encouraged to report hazards, incidents and near misses.

#### DEFINITIONS

##### RIDDOR reportable incidents:

- **Fatality (F)**- a fatality is the death of any person, within one year of an accident arising out of or in connection with work, whether or not they are at work. This includes death as a result of occupational illness within one year of the illness being diagnosed.
- **Serious Injury (SI)**- a serious injury is any work related injury causing hospitalisation in excess of 24 hours, any fracture, other than to the fingers, thumbs or toes; any amputation, either traumatic amputation at the time of the accident or surgical amputation following the accident; dislocation of the shoulder, hip, knee or spine whether or not any working time was lost as a result of the accident; and other serious injuries listed in Schedule 1 of the Riddor Regulations.
- **Dangerous Occurrence (DO)**- dangerous occurrences are events arising out of PTEA activity, which do not necessarily result in an injury, but have the potential to do significant harm, such as, the failure of any load-bearing part of any lift or hoist; an electric short circuit or overload attended by fire or explosion which results in stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person; and other incidents listed in Schedule 2 of the Riddor Regulations.
- **Lost Time Injury (LTI)**- a lost time injury is an instantaneous bodily defect which results in the injured person being physically or mentally unable, as determined by a competent medical person, to work on a scheduled day, resulting in at least one day off the job. Only over-3-day LTI needs to be reported to HSE.

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

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- **Over-3-day LTI**- an over-3-day lost time injury is an LTI in which the injured person is incapacitated for work for more than three consecutive days, not counting the day of the accident but including any days that would not have been working days. The expression 'more than 3 consecutive days' means in practice, at least four days. For example, if a person who normally works Monday to Friday is injured on Friday and returns to work on the following Wednesday, the Saturday and Sunday would have to be included when counting the days of incapacity. The total period of incapacity would be four days and the injury must be reported to the HSE.

**As soon as an injury or dangerous occurrence has been confirmed to fall within any of the Riddor Reportable categories then the HSE should be notified by the quickest practicable means (normally by telephone or email) and within 10 days of the accident happening** send form F2508 to the HSE with details of the incident. This can now be done by Internet reporting on [www.riddor.gov.uk](http://www.riddor.gov.uk) where step-by-step instructions are given.

All Riddor cases should be reported to the Incident Contact Centre (ICC) based at Caerphilly.

Telephone: 0845 300 9923 or Fax: 0845 300 9924

E-mail: [riddor@natbrit.com](mailto:riddor@natbrit.com)

Internet reporting: [www.riddor.gov.uk](http://www.riddor.gov.uk)

Address:

Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

### Internally Reported Incidents

**Minor Injury** - all injuries that require first aid attention but are not classified as serious injuries.

**Accident** - An accident is an unplanned event that results in injury, ill health, death or damage to property or has the potential to do so. For the purposes of Riddor, an act of non-consensual physical violence done to a person at work constitutes an accident.

**Incident** - includes all undesired events but is mainly used to refer to cases where no injury occurs. It includes near-misses.

**Near Miss** - any unplanned event that may or may not result in property damage but could, had circumstances been slightly different, have caused lost time, minor injury or property damage

**Hazards** - hazard is any unsafe condition or behaviour that has the potential to result in injury, ill health or property damage.



## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4.3 FIRE PREVENTION AND PRECAUTION

#### PURPOSE

It is the policy of PTEa to ensure that all reasonable steps are taken:

- To prevent fires from starting in the first place by having good standards of housekeeping, electrical maintenance and flammable storage;
- Implement appropriate detection and warning systems;
- To ensure that all employees are made aware of the fire procedures;
- To carry out regular fire drills and ensure fire equipment is regularly checked by specialist contractors.

#### LEGISLATION AND RELATED DOCUMENTS

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations

The Regulatory Reform (Fire Safety) Order 2005

Disability Discrimination Act 1995

#### 4.3.1 GENERAL PROCEDURES

- PTEa Directors have overall accountability for fire precautions within PTEa;
- PTEa H&S Coordinator (CG) will assist Directors in dispensing their duties under the Fire Safety Order;
- PTEa H&S Competent Person will advise PTEa Directors and PTEa H&S Coordinator on Fire Safety matters;
- Christian Gibbon PTEa H&S Coordinator, is responsible for fire precautions, which include a duty to:
  - a. ensure that staff are acquainted with fire procedures
  - b. ensure that the Premise Administrator completes the following;
    - organise periodic fire drills
    - have fire equipment tested and serviced or renewed
    - carrying out regular fire precautions audits (see the form in Appendix 2 of the Health & Safety Manual Appendices)
- All areas of PTEa premises shall be maintained to prevent, so far as is reasonably practicable, the spread of fire.

- Any actions from Fire risk assessments that the H&S Competent Person advises must be considered, are to be reviewed and implemented as far as reasonably practicable.
- Defects or damages to any fire fighting equipment must be reported to the H&S Coordinator as soon as possible.
- All escape routes must be kept clear at all times, all fire doors must be in the closed position and not wedged open.
- All PTEa personnel must be familiar with the fire procedures pertinent to the premises.
- Directions to the assembly point are displayed at building entry/exit points.
- Each floor of PTEa offices has two fire marshals appointed by the HS&E Coordinator.
- Where PTEa occupies a building which is not owned by PTEa then the H&S Coordinator and/or local manager must liaise with the Landlord to ensure that all the required Fire Precautions are implemented.
- Where PTEa occupies a building with multi-occupancy then it is vital that there is good cooperation with other tenants on Fire Precautions. At Diespeker Wharf the tenants of other floors will be contacted by the 'role call team' once everyone is at the assembly point.
- If the building is not owned by PTEa then Fire Drill and its coordination may be carried out by the Landlord.

#### 4.3.2 FIRE PROCEDURES

##### On suspecting or discovering a fire:

- Raise the alarm by breaking the glass of the nearest fire alarm call point.
- If you have been trained to do so, tackle the fire with the correct type of extinguisher, but only if there is no risk to yourself and you can safely escape the building.
- Leave the building by the nearest exit route and congregate at the fire assembly point . (See Location of fire assembly point adjacent to fire alarm points)
- Without re-entering the building try to ensure that no-one is left inside unaware of the fire and, once reasonably satisfied of this, find an outside telephone and call the fire brigade by dialling 999.

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

- Wait at the assembly point until the roll-call is complete.
- Do not re-enter the building until the all clear is given by either the Executive Appointee (Christian Gibbon), who will act on the advice of the Fire Brigade, or by the Fire Brigade Officer.

### On hearing the fire alarm:

- Calmly leave the building by the nearest fire exit closing windows and doors as you go out (if possible)
- DO NOT STOP TO PICK UP PERSONAL BELONGINGS.
- Assemble at the fire Assembly Point.

All visits by the Fire Authority are to be recorded (by the Premise Administrator).

### 4.3.3 FIRE EVACUATION DRILLS

To ensure that all personnel are familiar with the fire procedures and that in event of a real fire all personnel will be safely evacuated from the building, it is PTEa policy to carry out at least one annual fire evacuation drill.

#### PROCEDURE

- The fire Wardens or deputies will oversee the evacuation drill.
- Where possible all planned evacuation drills should be unannounced. Where prior warning is necessary all relevant personnel shall be informed of the date and time of the drill.
- All persons on premises must proceed safely and calmly to the designated assembly points.
- During the evacuation drill the building must be certified as being empty. This is done using two methods in parallel:
  - Fire wardens carrying out a building sweep of their floors to check that all areas have been safely evacuated; combined these cover the whole building.
  - Carrying out a full role call for all staff and visitors who are likely to be on the premises at the time of the evacuation drill.
- No one must re-enter the building until instructed to do so by the Executive Appointee (CG).
- All drills are to be recorded. A note of the date, time, building evacuation time and any comments arising out of the drill must be made.

- Following each drill its effectiveness must be discussed at a Management Group meeting and where necessary, action taken to ensure all staff are fully aware of the fire procedures.

### 4.3.4 EVACUATION PROCEDURES FOR LESS ABLE BODIED PERSONS

#### 4.3.4.1 PURPOSE

In the event of an emergency all persons must safely evacuate the building. It is essential to identify the special needs of less able-bodied people when planning means of escape.

Persons who may be less able-bodied include such persons who use wheelchairs, are partially sighted or blind, are deaf, or any person who has restricted mobility.

It is company policy to ensure that every employee, visitor or contractor of PTEa will be able to safely leave the premises whether able-bodied or less able-bodied.

NOTE: Currently there are no less able-bodied, visually impaired, deaf or partially deaf employees at PTEa. Where the following describes actions in relation to an employee, these are what we would put into place should somebody be employed.

#### 4.3.4.2 PROCEDURE

- Arrangements for access must be provided to the ground floor of each building for all physically disabled people.
- Less able-bodied visitors may need to be escorted at all times.
- Where PTEa employs a less able-bodied person he/she must be given office space on the ground floor as far as reasonably possible.
- Employees with impaired vision or colour perception may have trouble in recognising fire safety signs. Such signs must, therefore, be sited so that they are easily seen and readily distinguishable. It must also be ensured that such employees familiarise themselves with escape routes, especially those which are not frequently used. At induction the escape routes/procedures would be given particular priority.



## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

- Arrangements must be made for a normally sighted person to work near any employee with impaired vision to warn and reassure them in the event of a fire and to accompany them along the escape route. It is recommended that the sighted person should lead, inviting the other person to grasp their elbow or shoulder lightly as this will enable the person being assisted to walk half a step behind and thereby gain information about doors and steps etc.
- Where deaf or partly deaf people are employed they may experience difficulty in hearing a fire alarm, this does not always mean that they are completely insensitive to sound. Someone with normal hearing must always be available to alert any with impaired hearing to the need for evacuation.
- Where any less able-bodied person requires assistance during an evacuation, nominated assistants shall be appointed. On hearing the fire alarm, the nominated assistants will evacuate the building with the less able-bodied person by the nearest available exit and proceed to the assembly point. (A back-up nominated assistant must also be aware of procedure to cover absentees.)

### 4.3.5 TESTING OF FIRE ALARMS

To ensure that all fire alarms systems installed in the building should be regularly tested and inspected.

#### PROCEDURE

- Fire alarms should be tested at least once a week.
- To avoid unnecessary confusion, all persons on the premises must be given suitable information regarding the day and time of test.
- Manual call points should be tested weekly using a different call point for each successive test to ensure that it operates satisfactorily.
- All manual call points are to be clearly identified with a unique reference number.
- The alarm is to be tested by activating one or more manual call points following manufacturer's instruction.
- All tests and inspections are to be recorded.
- Any fault is to be rectified immediately.
- Following any tests, the alarm panel must be reset and checked that it is operating correctly.
- Record details of any Fire drills in the Fire Book.

### 4.3.6 TESTING OF EMERGENCY LIGHTING, SMOKE DETECTORS

Emergency lighting is provided where additional lighting is necessary to help people safely evacuate the building in the event of an emergency. It is activated when normal lighting fails due to a power failure.

Smoke detection equipment is installed to provide early warning of fire. Equipment is generally installed at ceiling level.

To ensure that all emergency lighting and fire detection systems are working correctly, all systems are to be regularly tested in accordance with the manufacturer's instructions.

#### a. Procedures for testing emergency lighting

- Emergency lighting is to be tested in accordance with the manufacturer's recommendations. Normally once a week, twice a year and every 3 years.
- If the test is to be carried out when the building is occupied, then steps must be taken to inform occupiers prior to the test being taken.
- All tests are to be recorded.

#### b. Procedures for testing smoke detectors

- Smoke detectors are to be tested in accordance with the manufacturer's recommendations. The method of testing shall be as described by the Manufacturer/ Installation Manual.
- All tests and inspections are to be recorded.

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4.3.7 FIRE FIGHTING EQUIPMENT

At all times throughout the building, there must be easily unobstructed access to fire fighting equipment.

#### Portable Fire Extinguishers

There are four different types of extinguisher;	Colour	Use
<b>Water</b>	Red	General use including paper, wood, cloth burning fires <b>NOT TO BE USED ON ELECTRICAL FIRES</b>
<b>Foam</b>	Red with Cream band	General but in particular on flammable liquid fires <b>NOT TO BE USED ON ELECTRICAL FIRES</b>
<b>Carbon Dioxide</b>	Red with Black band	Suitable for flammable liquids, oil fat, electrical fires. <b>NOT TO BE USED IN CONFINED SPACE</b>
<b>Dry powder</b>	Red with Blue band	Suitable for flammable gases, flammable liquids, electrical fires

All fire fighting equipment must be regularly maintained to ensure it is in good working order. All equipment should be conspicuously marked, easily accessible, unobstructed and provided with instructions for use.

#### PROCEDURES

- The number, type and locations of portable fire extinguishers shall be as determined by the Fire Risk Assessment.
- A schedule of fire extinguishers will be maintained by Premise Administrator (Steve Arnold).
- Extinguishers shall be:
  - Easily accessible and unobstructed at all times
  - Located near stairways, exit routes and kitchens
  - Positioned no more than 1m high
- All portable extinguishers shall be serviced at least once a year. A specialist contractor is used to undertake this.
- Following the service the equipment shall be marked to indicate the date of the inspection.
- At least once a month, the following checks must be carried out (see checklist in section 4.11):
  - Check that the correct extinguishers are at the prescribed location
  - Check that portable extinguishers have not been discharged (e.g. feel the weight and check the gauge)
  - Check the installer's examination tag/label to ensure that the examination is not overdue.
  - Record all inspections.



## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4.4 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND CONTROL OF ASBESTOS AT WORK

#### PURPOSE

It is the policy of PTEa to comply with the requirements of the **Control of Substances Hazardous to Health Regulations 2002** and amendments (COSHH) and of the **Control of Asbestos at Work Regulations 2006**.

#### 4.4.1 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Under the Control of Substances Hazardous to Health Regulations, Regulation 6, Section 1, requires an assessment of risk:-

“(1) An employer shall not carry on any work which is liable to expose any employees to any substance hazardous to health unless he has made a suitable and sufficient assessment of the risks created by that work to health of those employees and of the steps that need to be taken to meet the requirements of these Regulations”

Although there are no regularly used hazardous substances used at PTEa, COSHH risk assessments would be completed if use of hazard substance was planned.

Assessments will be regularly reviewed in accordance with Regulation 6,

Section 3:-

*“The assessment required by paragraph (1) shall be reviewed regularly and forthwith if –*

*(a) There is reason to suspect that the assessment is no longer valid; or*

*(b) There has been a significant change in the work to which the assessment relates,”*

*(c) where as a result of monitoring carried out show that it is necessary,*

*and where, as a result of the review, changes in the assessment are required, those changes shall be made.”*

The Approved Code of Practice of the COSHH regulations recommended that the assessment be reviewed at least every five years. Therefore unless it is suspected that the assessment is no longer valid due to significant changes in the work to which the assessment relates PTEa will begin reviewing all assessments four years from issue.

#### PROCEDURE

- The H&S Competent Person is responsible for managing the assessment and monitoring programmes for all hazardous substances and making recommendations for identifying the most appropriate means of safe handling and control.
- It is everyone's responsibility to ensure the relevant COSHH risk assessment is examined before handling a hazardous substance. If any changes affect the risk assessment the H&S Competent Person must be informed so that the assessment can be amended.
- Any request to undertake a COSHH risk assessment must be made to the H&S Competent Person, detailing: the name of substance, supplier, quantity to be used, area(s) to be used, persons responsible for usage and if possible provide a manufacturer's material safety data sheet (MSDS).
- Manufacturers' Material Safety Data Sheets (MSDS) should be obtained for all materials in the business and filed with the COSHH risk assessments.

#### 4.4 2 CONTROL OF ASBESTOS AT WORK

**The Control of Asbestos at Work Regulations 2006** (CAWR 2006) places a duty on employers to identify the presence of asbestos before any work is carried out where employees or others may be at risk of exposure, to carry out a risk assessment of work which exposes employees to asbestos and to write plans to control risk from asbestos work.

The control of asbestos regulations also prohibits the importation and supply of asbestos for most uses.

In order to comply with the CAWR2006 PTEa will:

- Not include any asbestos in any of its designs
- Ensure that any contractor working on PTEa premises is made aware or otherwise of the presence of any asbestos
- Where employees are required to visit a building site where demolition is carried out or other such work where asbestos exposure is possible, that risk assessment of the visit will take into account the possible presence of asbestos and will ensure that employees are not exposed to asbestos.

Further information on COSHH and Asbestos can be obtained from the H&S Competent Person.

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

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### 4.5 TRANSPORT AND VEHICLES

#### PURPOSE

Many people are killed each year in workplace transport related accidents. The company is keen to ensure that employees on company business are not, as far as reasonably practicable, exposed to risks that are in excess to those that he/she might otherwise be subjected to.

#### LEGISLATION AND RELATED DOCUMENTS

The Health and Safety at Work Act etc 1974

The Provision and Use of Work Equipment Regulations 1999

The Road Traffic Act 1988

#### PROCEDURES

Travel to sites/meetings. Individuals are responsible for ensuring they use a safe mode of transport, suitable for the route and destination. The office encourages the use of public transport where safe, or taxis, and will pay the fare if receipts or tickets are presented with expenses applications.

Any employee who chooses to use his/her own vehicle for business travel assumes the following responsibilities

- The company expects all employees to comply with guidance on use of mobile phones, i.e., under no circumstances should drivers use hand held mobile phones whilst in control of their vehicle. Hands free kits should be limited to acknowledging calls while driving. In order to continue the phone conversation, drivers should pull over at the next safest place. From 27 February 2007 an amendment to the Road Vehicles (Construction and Use) Regulations 1986 means that anyone driving a motor vehicle who is caught using a hand-held mobile phone will be subject to an on the spot fine of £60 (increasing to £1000 if the matter goes to court), plus 3 penalty points.
  - All employees should ensure that their schedule of visits is such that they do not have to drive for long hours, remembering that tiredness can kill.
  - All employees must ensure that they hold a current driving licence, and that their vehicle has a valid MOT certificate and Insurance Certificate. NB: Insurance Certificate must cover driving for business purposes, anybody without business use insurance should not use their vehicle for business purposes or provide lifts to other employees during the course of business.
  - Drivers are to ensure that their vehicle is roadworthy before each journey.
  - All drivers are expected to abide by the Highway Code at all times.
-



## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4.6 PERSONAL PROTECTIVE EQUIPMENT

#### PURPOSE

This policy sets out the arrangements regarding selection, use, maintenance and storage of all forms of Personal Protective Equipment, in conformance with the Personal Protective Equipment Regulations and Health and Safety at Work Act 1974.

Suitable assessment of risk for all jobs will be carried out as required by the Management of Health and Safety at Work Regulations and the Control of Substances Hazardous to Health Regulations, and all necessary actions will be taken to eliminate or control any unacceptable risk, including selection and provision of PPE.

#### LEGISLATION AND RELATED DOCUMENTS

The Health and Safety At Work act 1974,  
(sections 2, 7, 8 and 37).

Personal Protective Equipment At Work Regulations

The COSHH Regulations

#### PROCEDURES

1. Whilst on site either surveying or inspecting, construction safety shoes/boots and helmets should be worn and should be demanded if not offered. Other clothing worn for site visits should be appropriate, eg, Hi-vis vests/jackets; hearing protection; hand and eye protection etc.
2. Like all PTEa policies, the PPE policy will be updated as necessary according to results from risk assessments and changes in circumstances, working practices and equipment.
3. Appropriate protective clothing should be worn for site visits and particular consideration should be given to footwear. PTEa have hats and high visibility jackets available but employees must provide their footwear.

### 4.7 PROVISION AND USE OF WORK EQUIPMENT

#### PURPOSE

It is the policy of PTEa to ensure that any equipment used at work is properly designed, adequately maintained, provided with suitable instructions and safety warnings and that any dangerous parts are properly guarded.

The term 'work equipment' covers almost every tool, machine, and piece of equipment that is used at work. For PTEa it is mainly computers and print plotters, occasionally heat cutting equipment for model making and kitchen equipment for refreshments during the working day.

Once a week somebody prepares lunch for the entire office. Who prepares lunch is managed on rotation and everybody takes part. Obviously more often than not cooking is involved. When the last office refurbishment took place the basement kitchen was fitted out with an over-sized hob and large oven and large vessels were purchased to prevent accidents from overfilling numerous pots. Employees are able to opt out or to choose to fulfil this commitment in co-operation with someone else and therefore do it in pairs. Provision of lunch is not something that we want to place anybody at risk from and we ask that they be careful using sharp knives and are sensible removing hot items from ovens etc. There are fire blankets available in the kitchens. We employ somebody to do the tidying up so that the individual or pair that cooks are not doing this after what can be an intense period of cooking. This tradition of Thursday Lunch is intended to be an enjoyable event but should individuals have concern or consider more can be done in terms of safety they should speak to the H&S Team or Directors.

This procedure is intended to provide guidance on the requirements relating to the purchase, installation, use and maintenance of equipment provided in the PTEa workplace.

#### LEGISLATION AND RELATED DOCUMENTS

Health and Safety at Work etc Act 1974

Provision and use of Work Equipment Regulations 1998

Supply of Machinery (Safety) Regulations 2008

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### PROCEDURES

#### 1. Purchase of Equipment

- PTEa will ensure that all equipment, tools etc are purchased from reputable suppliers.
- Before any equipment is purchased the following factors must be considered:
  - Intended use of the equipment;
  - Proposed location and siting of equipment;
  - Whether the equipment is used in conjunction with existing equipment and systems of work which affect health and safety;
  - The existence of any standard (British Standard, European Standards, industry specification) relating to the equipment being purchased;
  - Whether the intended supplier gives an assurance that the equipment meets all current health and safety standards.
- New equipment should be marked (i.e. CE marking) indicating that it meets European Standards.
- No second-hand equipment should be purchased.

#### 2. Installation of Equipment

- A 'competent person' must install all equipment. Health and safety must be considered before and during installation.
- In particular the following factors must be taken into account:
  - Delivery to site;
  - Movements from the point of delivery to point of installation;
  - Persons involved in the installation;
  - Whether the installation will interfere with the normal activities of the company
  - Whether the installation will effect any existing health and safety arrangements e.g. fire emergency, security, pollution control etc;
  - Any testing or commissioning of the equipment;
  - Provision of information from the supplier to PTEa.

#### 3. Use of Equipment

- In the area in which the equipment is to be used:
  - Adequate lighting is to be provided;
  - Suitable access around the equipment is to be provided and maintained
  - Where necessary, adequate ventilation is to be provided;
  - Working areas, including floors are to be kept clear and in a tidy condition.
- Equipment must be fitted with appropriate means to isolate from sources of energy and these means must be clearly identifiable and accessible.
- Where there is a risk of any of the following:
  - Ejected/falling objects;
  - Rupture/disintegration;
  - Overheating or catching fire;
  - Unintended discharge of any article, gas, dust, liquid or vapour;
  - Unintended explosion of work equipment or material produced, used or stored

then **adequate measures other than the provision of PPE must be provided** (e.g. provision of fixed guarding, restricting access, automatic shut down).

- All work equipment must be operated by competent personnel, i.e., those who have appropriate training and the level of experience commensurate with the hazards and complexity of the equipment.
- All equipment must be inspected regularly by the user for signs of damage which could put them or others at risk and take suitable risk control precautions.
- Equipment which requires formal inspection by a competent person, such as, electrical apparatus, lifting equipment and pressure systems must be inspected within the prescribed intervals. All such inspections must be recorded and records kept for at least three years.



## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

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### 4.8 MANUAL HANDLING

#### PURPOSE

It is the policy of PTEa to ensure that wherever reasonably practicable the need for manual handling is avoided. Where manual handling cannot be avoided then a competent person will assess that activity.

Employees who are involved in manual handling activities will be given appropriate training and information. Steve Arnold and James Martin are the main employees involved in 'lifting' and they are aware of the guidance in the HSE document 'Getting to Grips with Manual Handling' and 'Manual Handling Assessment Charts' and will ensure they keep a breast of the guidance within this.

#### RELEVANT LEGISLATION

Manual Handling Operations Regulations 1992

#### PROCEDURES

1. For all PTEa activities where manual handling cannot be avoided and where there is significant risk of injury, a risk assessment will be carried out.
2. The manual handling risk assessment to be used is the form in Appendix 5 of the Health & Safety Manual Appendices. This should be used as a reference checklist as some items may not be relevant to the task in hand.
3. Assessments are to be reviewed whenever the work activity significantly changes. This may include a change in working practices, a change in the types of loads handled, or a change in the layout of the workplace.
4. Any employees who are at risk from such activities will be given appropriate information and training.

#### Guidance on lifting:

**Note:** You are not required to perform any 'lifts' if unhappy to do so and can say so.

- Plan the lift before you start;
- Consider if you need help;
- Use proper Manual Handling technique for all loads ;
- Use appropriate handling aids ;
- Remove obstacles from the path you are going to walk with the load; and/or get someone to guide you, ensure your route stays clear.

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4.9 DISPLAY SCREEN EQUIPMENT

#### PURPOSE

The introduction of new technology in the modern workplace in the form of Display Screen Equipment has led to a number of possible concerns from operators. This may include:

- Eye strain and fatigue
- Back pain
- Headaches
- Musculo-skeletal strain –stiffness and tenderness of the neck and forearms
- Repetitive strain injury (RSI)

It is PTEa's policy to:

- Review health and safety risks to persons using workstations and reduce the risks identified to acceptable levels
- Ensure that workstations meet minimum standards
- All equipment provided is within the HSE guidelines.
- Provide all staff with appropriate information.

This procedure applies to all PTEa personnel classed as display screen users.

#### RELEVANT LEGISLATION

Health and Safety (Display Screen Equipment) Regulations

#### PROCEDURES

1. Christian Gibbon is responsible for undertaking workplace assessments.
2. PTEa have always responded to individual requirement and requests to adapt workstations.
3. Notify Christian Gibbon of any defects or difficulties with any item of computer or computer related equipment.
4. Workstations will be assessed and altered as agreed as necessary
5. An equivalent DSE workstation check can be carried out if employees request this and it is agreed (see Appendix 6 of the Health & Safety Manual Appendices).
6. Any action resulting from a risk assessment must be remedied as soon as is reasonably practicable.

#### RECOMMENDED CONDITIONS

- It is recommended that the **display screen** at any workstation should be:
  - Be easily legible by a person of normal vision at a distance of 1 metre. For most operatives the comfortable viewing range will be 350 to 600 mm with a maximum of 700 mm.
  - Have a non-reflecting faceplate or screen.
  - Be free of glare, distortion, flicker or perceptible movement.
  - Be free of emissions, which exceed national and international limits for continuous occupational exposure. Where new equipment is purchased, it is the responsibility of the purchaser to ensure that any DSE considered for purchase conforms to the current specification.
  - Be adjustable such that its plane is approximately at right angles to the operator's line of vision.
  - Receive necessary maintenance to manufacturer's recommendations, which will comply with British Standards as appropriate.
  - The display contrasts must be adjustable.
  - The display characters must be stable, clear and easy to read.
- The **keyboard** should:
  - Have a matt surround with low reflectance keys.
  - Have easily legible characters.
  - Preferably be detachable, easy to move and stable.
  - Have a comfortable angle of slope (approx. 10-15 degrees).
- **Desks and worktables** should:
  - Provide adequate leg clearance and be at a working height which is comfortable to the operator. A height of 650 mm – 750 mm would seem to suit the majority of people.
  - Have a matt finish to avoid reflectance and glare.
  - Have adequate storage facilities.



## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

- **Chairs** should:

- Be adjustable in height. The most acceptable range would appear to be 340 – 520 mm for seat height.
- Have backrests adjustable in height and tilt.
- Have been provided having taken into account the physical characteristics of the person for whom the chair is provided.

The individual's height and weight, and any other physical or medical condition must be considered.

- **Footrests:**

- Should be provided for individuals where necessary for them to achieve and maintain a comfortable posture.

- **General Working Conditions:**

- General décor should be of low contrasts and in matt finish to avoid reflectance and glare.
- Lighting must be in the range of 300 – 500 Lux at desk level. However other work may require different lighting levels (e.g. 500-700 lux for typing work).
- Fluorescent light should be fitted with diffusers.
- Glare from natural light must be avoided either by screen positioning or the use of curtains or blinds.
- Where possible lights should run parallel to the operator's line of sight.
- Persons working with DSE must have adequate space to be able to comfortably perform at their tasks.
- Excessive or disturbing noise must be kept to minimum.
- Adequate ventilation, heating and humidity must be maintained as for any sedentary worker.

- **Eye sight tests:**

- All Company DSE users must be offered the opportunity to have their eyesight tested on a regular basis (normally once every 2 years).
- The company holds vouchers for a preferred qualified ophthalmologic optician, who has outlets both near to the office and across London.

- **Organisation of Work**

- Line managers must ensure that workloads are arranged so that persons who are continually using DSE are given time for appropriate rest breaks. Employees should be encouraged to take natural breaks.

- **Training of Staff**

- All persons who use DSE must be given appropriate training, information, instruction and supervision. This includes information on the following issues:
  - o Correct posture
  - o Importance of posture change
  - o Use of furniture adjustment mechanisms
  - o Avoidance of glare and reflection
  - o Regular cleaning of screens and equipment
  - o The requirement of breaks and activity changes
  - o Workstation layout
  - o General housekeeping
  - o Eye sight tests

### Who is a DSE user?

According to the Health and Safety (Display Screen Equipment) Regulations 1992 a DSE **user** is an employee who **habitually uses** display screen equipment for the purposes of an employer's undertaking as a **significant part** of his/her normal work. It will generally be appropriate to classify the person concerned as a **user** or operator if most or all of the following criteria apply:

- The individual depends on the use of the DSE to do the job.
- The individual has no discretion as to use or non-use of the DSE.
- The individual needs significant training and/or particular skills in the use of DSE to do the job.
- The individual normally uses DSE for continuous spells for an hour or more at a time.
- The individual uses DSE in this way more or less daily.

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

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### 4.10 WORKPLACE INSPECTIONS

#### PURPOSE

To ensure that the office and its working environment is as safe as possible, a system of regular inspections and checks shall be established. All parts of the premises must be regularly inspected. Where any matters require attention then this must be rectified as soon as practical.

#### LEGISLATION AND RELATED DOCUMENTS

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations

Fire Safety Order 2005

#### PROCEDURE

##### FIRE CHECKS

1. Fire Wardens will meet at least once a year to consider basic fire precautions.
2. Fire wardens are best placed to notice fire threats and should bring these to attention if noted.
3. Any problems requiring attention are to be dealt with promptly and a note made to indicate that the matter has been resolved.
4. Fire fighting equipment, i.e. fire extinguishers, are checked by external contractors on a regular basis.

#### SAFETY INSPECTIONS

1. Inspections are to be carried out by our Competent Person at Safety Choice.
2. Matters requiring attention shall be attended to as soon as is practical.
3. Where corrective actions have been taken, then suitable evidence to demonstrate that action has been taken shall be kept.

#### RECORDS

- Checklist for Premise Administrator
- H&S Inspection/audit sheets

The Premise Administrator should use the checklist in Appendix 1 in the Health & Safety Manual Appendices on a monthly basis and return it to the H&S Coordinator for action where necessary.

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## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4.11 ELECTRICITY AT WORK

#### PURPOSE

Anybody coming into contact with the electricity supply of 240 V could be seriously injured.

Whenever any work is being carried out involving electricity special care must be taken to avoid risk of electrocution.

Inadequately designed, installed or maintained electrical systems can lead to fires and in some cases explosion particularly when incorrect electrical installations are installed in potentially flammable areas.

**Before any personal electrical equipment is brought onto PTEa premises approval must be obtained from the H&S Coordinator (Christian Gibbon).**

It is PTEa's policy to ensure that:

- All electrical systems and equipment are properly designed, installed, used and maintained.
- All repairs, modifications and maintenance works are carried out by competent persons.
- An inspection and testing regime is established for electrical systems and equipment.

#### RELEVANT LEGISLATION AND RELATED DOCUMENTS

- Electricity at Work Regulations 1989
- The Institution of Electrical Engineers Wiring Regulations 16th Edition
- Code of Practice for in-service inspection and testing of Electrical Equipment-IEE, 2001

#### PROCEDURE

##### General Safety Precautions for Persons carrying out work

1. All work on any electrical system of electrical equipment is only to be carried out by a 'competent person'. An electrician must carry out work on electrical systems other than minor repairs to equipment such as plug/fuse replacement.
2. All contractors must have been vetted and approved (see Appendix 11 in the Health & Safety Manual Appendices).

3. • All electrical work is to be carried out in accordance to the latest edition of the Institution of Electrical Engineers Wiring Regulations (IEE Regs)

#### Testing of Electrical Installations

1. The electrical systems, including wiring, fuse boards, power outlets, distribution boards, etc must be inspected in accordance with the schedule laid out below:

Type	Frequency of Inspection
Commercial premises including offices and small warehouses	5 years
Special Installations (e.g. flammable storage areas, fire alarm systems)	1 year

2. All inspections and tests must be carried out by a qualified and competent electrician who is registered with a national recognised body such as NICEIC (National Inspection Council for Electrical Installation Contracting).
3. All testing and inspection is to be carried out in accordance with the latest edition of the IEE Regulations.
4. Where it is not possible to inspect and test the system in one go, an inspection schedule must be drawn up for the whole system.
5. Following every inspection, a certificate of inspection is held on file.
6. Where the inspection recommends any modification these must be carried out as soon as is practicable.

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### Portable Appliance Testing (PAT)

1. An inventory of all PTEA portable electrical equipment is to be kept up to date with the serial number of each appliance and testing dates.
2. All portable electrical equipment is to be inspected and tested in accordance with a schedule. The table below shows the recommended intervals.

### Recommended intervals between inspection and testing of electrical equipment

Type of premises	Type of equipment Note (1)	User Checks Note (2)	Class I		Class II Note (4)	
			Formal Visual inspection Note (3)	Combined Inspection and Testing Note (5)	Formal Visual Inspection Note (3)	Combined Inspection and Testing Note (5)
1	2	3	4	5	6	7
Office and shops	S	None	24 months	48 months	24 months	None
	IT	None	24 months	48 months	24 months	None
	M	Weekly	12 months	24 months	24 months	None
	P	Weekly	12 months	24 months	24 months	None
	H	Before use	6 months	12 months	6 months	None

- (1) **S Stationary equipment:** this equipment has a mass exceeding 18 kg and is not provided with a carrying handle, e.g., refrigerator, washing machine.
- IT Information technology equipment:** this includes electrical business equipment such as computers and mains powered telecommunications equipment, and other equipment for general business use, such as mail processing machines, electric plotters, trimmers, VDU, data terminal equipment, typewriters, telephones, printers, photo-copiers, power packs.
- M Movable equipment:** this equipment is 18 kg or less in mass and not fixed, e.g., electric fires or equipment with wheels, castors or other means to facilitate movement by the operator as required to perform its intended use, e.g., air conditioning unit.
- P Portable equipment:** an appliance of less than 18kg in mass that is Intended to be moved while in operation or an appliance which can easily be moved from one place to another, eg, a toaster, food mixer, vacuum cleaner, fan heater.
- H Hand-held equipment:** this is portable equipment intended to be held in the hand during normal use, e.g., drill, soldering iron.
- (2) User checks are not recorded unless a fault is found.
- (3) The formal visual inspection may form part of the combined inspection and tests when they coincide and must be recorded.



## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

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- (4) If class of equipment is not known, it must be tested as Class I:
- a. Class I: equipment in which protection against electric shock does not rely on basic insulation only, but which includes means for connection of exposed-conductor-parts to a protective conductor in the fixed wiring of the installation.
  - b. Class II: equipment in which protection against electric shock does not rely on basic insulation only, but in which additional safety precautions such as supplementary insulation are provided, there being no provision for the connection of exposed metalwork of the equipment to a protective conductor and no reliance upon precautions to be taken in the fixed wiring of the installation.
- (5) The results of combined inspections and tests are recorded.

### RECORDS

- IEE Wiring Regs Installation Test Certificates
- Register of Portable Electrical Appliances
- Records of Inspection and tests of portable equipment.

### 4.12 CONTROL OF VISITORS

#### PURPOSE

The Directors, management and all other personnel of PTEa have a legal duty with respect to the H&S of all persons who are not employed by the company but are located within the company's premises at any given time.

It is vital that proper visitor control procedures are followed to ensure their H&S while on PTEa premises.

#### LEGISLATION

The Health and Safety etc at Work 1974

#### PROCEDURES

1. Access to PTEa premises is strictly controlled by the reception. All visitors and contractors must fill in the visitors book at reception. The name of the visitor/contractor, name of company, date and time of entry must be recorded in the visitor's book left open on the reception desk.
2. A statement to visitors is displayed at reception (see Appendix 3 in the Health & Safety Manual Appendices).
3. If visitors are observed to breach any normal H&S rules, they must be advised accordingly, extreme cases would be escorted from the premises, and asked to stop.
4. All visitors **must** be accompanied by a PTEa person at all times.

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4.13 FIRST AID

#### PURPOSE

It is the policy of PTEa to ensure that suitable and adequate arrangements have been made available for all employees.

First aid is intended to help minimise the consequences of injury and if possible prevent more serious injuries or even death; it is to be provided until suitable assistance can be summoned. PTEa will provide adequate first aid facilities for employees who may become ill or injured during their working day.

PTEa will ensure that:

- All employees are aware of the procedures to follow in the event of an accident, or illness at work requiring the provision of first aid;
- Suitably trained staff are available to take charge of the situation;
- Suitable first aid equipment and facilities are available to all members of staff.

#### LEGISLATION AND RELATED DOCUMENTS

Health and Safety at Work etc Act 1974

Health and Safety (First Aid) Regulations 1981

#### PROCEDURE

1. For a company between 50 – 100 employees it is advisable that there be at least one fully trained first aider. Steve Arnold is PTEa's full first aider (effective from June 2009).
2. First aiders must attend refresher training within 3 years of obtaining the initial qualification. Records of training will be maintained by the HR and available for inspection.
3. First aiders have the following duties:
  - To deliver the correct and appropriate care to a casualty within the parameters of his/her training;
  - To refer the casualty if necessary to medical assistance;
  - To oversee the scene of an accident to ensure any injured parties are made secure and comfortable until medical assistance arrives;
  - In the event of a major incident be prepared to make decisions on the priorities of treatment for injured parties;
  - To have a thorough knowledge of the premises and evacuation procedures;
  - Reporting and recording accidents in the workplace;
  - Set an example in maintaining a healthy and safe workplace;
  - Keeping themselves up to date with the latest first aid techniques;
  - To maintain an up to date first aid box in line with current requirements;
  - To maintain confidentiality.

Further back-up on first aid matters is provided through our Appointed Persons, members of PTEa staff who have attended a basic training course in first aid. The First Aid at Work Regulations make provision for a person to be appointed to provide emergency cover in the absence of first aiders.

It should be remembered that appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. PTEa send its appointed persons on relevant first aid training at industry recommended intervals.



## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

Any treatment to serious injuries should be regarded as an emergency measure only, and the injured person should seek additional treatment from his or her doctor.

If the injured person requires hospital treatment, a member of staff should take him/her in taxi to a hospital outpatients department:

### For the London Offices:

- **in the event of a minor injury**

**St Bartholomew's Hospital**

beside Smithfield Market (open 8.00 a.m. - 8.00 p.m.)

Tel: 020 7377 7781

- **In the event of a more serious injury**

(e.g. chest pains):

**The Royal London Hospital**

Whitechapel Road, Whitechapel, London E1 1BB

Tel: 020 7377 7000

**University College Hospital**

235 Euston Road, London NW1 2BU

Tel: 0845 155 5000

### For the Liverpool Office:

**Royal Liverpool University Hospital**

Prescot Street, Liverpool L7 8XP

Tel: 0151 706 2000

The accompanying person should remain with the patient until it is clear that no further assistance is needed.

- **First Aid Box:**

- The first aid boxes must be easily accessible to all employees.
- First aid boxes are kept up to date by the Full First Aider (Steve Arnold).
- First aid boxes should contain the following items:
  - At least 20 individually wrapped sterile adhesive dressings of assorted sizes;
  - 2 sterile eye pads with attachments;
  - 4 individually wrapped triangular bandages;
  - 6 safety pins;
  - 6 medium sized individually wrapped sterile unmedicated wound dressings (approx. 12 cm x 12 cm);
  - 2 large sterile individually wrapped unmedicated wound dressings (approx. 18 cm x 18 cm);
  - 3 extra large sterile individually wrapped unmedicated wound dressing (approx. 28 cm x 17 ½ cm);
  - one pair of disposable gloves.
- Under no circumstances must first aid kits contain any medication (pills, mixtures, creams, sprays etc). If they do so, use of these is at employees own risk.
- First aid boxes for the **Diespeker Wharf office** are located with each of the First Aid: Appointed People, as listed in Section 3.00 of this document.
- First aid box for the **Liverpool office** is located on prominent display on the main shelf by the door.

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4.14 CODE OF PRACTICE FOR EMPLOYEES WORKING ON CUSTOMER PREMISES INCLUDING ON CONSTRUCTION SITES

#### PURPOSE

This Code of Practice must be observed by all employees entering customer premises for the purpose of carrying out any authorised work for and on behalf of PTEa.

PTEa is committed to providing a safe working environment for its employees required to work on construction sites. The standard that is used to achieve this goal, as well as monitoring of compliance, is the Construction (Health, Safety and Welfare) Regulations 1996, these being regarded as the minimum requirements for this Company's operations.

The greatest dangers to which we are likely to be exposed, in the course of our duties, are whilst on site either surveying or inspecting construction. However all contractors operate under stringent Health and Safety regulations today and must meet their obligations and keep their sites safe.

#### PROCEDURE

1. Safety helmets should be worn and should be demanded if not offered. Other appropriate clothing and PPE should be worn for site visits and particular consideration should be given to foot wear.
2. Employees must report their attendance to the customer on arrival at the site and must report again when leaving (including out of hours visits).
3. Employees should acquaint themselves with the health and safety policy for the site.
4. PTEa employees should cooperate with the Client and with other Contractors on site where necessary to ensure compliance to site rules and H&S legislation.
5. When major works are in progress involving prolonged works on a client's site, regular site meetings will be held to review progress of the contract.
6. Employees must acquaint themselves with safety relative to any potential hazards which may exist on the site and must adhere strictly to those procedures.
7. Anyone carrying out surveys of unoccupied property should take special care and should always ensure that our office receptionist is aware of the visit, has the address and knows when you should be expected to return to the office. Certain surveys will be safer if a second person is present and this should be considered before planning the site visit.
8. Any employee who knows he/she is likely to be found working alone should apply the procedure in the above item.
9. If a member of staff observes practises which they deem to be unsafe they should notify the client.
10. Employees must observe safety signs and must acquaint themselves with First Aid facilities on site.
11. Employees must acquaint themselves with fire evacuation procedures.
12. Employees must not interfere with, misuse or fail to use correctly any equipment, appliance or sign which secures the health, safety or welfare of people on site.
13. Employees must report accidents to their manager and to the site Safety Officer, whether or not persons are injured.



## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4.15 POTENTIAL AGGRESSION AT WORK POLICY

#### Policy

It is PTEa's policy to prevent aggression at work as far as reasonably practicable. It is a prerequisite to working at PTEa that under no circumstances should disputes between employees be resolved through violent means.

Unfortunately, PTEa personnel may be exposed to external threat of violence while undertaking work on behalf of the company and it is PTEa's duty to protect its employees from any injury resultant from violence from whatever source.

#### Resident and other consultation - Health & Safety Procedure

- Unfortunately, PTEa personnel may on very rare occasions be exposed to external threat of violence while undertaking work on behalf of the company and it is PTEa's duty as far as reasonably practical to protect its employees from any injury resulting from violence from whatever source.
  - It is PTEa's policy that a minimum of two members of staff should attend ALL resident/neighbour public consultation meetings, and that at least one person from the client company should also be there at all times unless both the members of staff and their Director has agreed that due to the circumstances this is not necessary. The following procedures should be adopted:
    1. Ascertain the level of potential risk before attending the consultation. We suggest that staff should be aware of the higher risk in attending open public or evening meetings than in attending a meeting at a client's or consultant's offices with other consultants.
    2. If the level of risk is considered high, a full risk assessment should be carried out before any such meeting takes place. This should be agreed with our Competent Person and this should include how often it should be re-assessed during the course of the work.
    3. In such circumstances, the client is to be asked to provide full disclosure of any potential risks of violence that PTEa staff could be exposed to.
4. Risk control measures to limit any potential violence should be agreed with the client in advance. Depending on circumstances, these could include a client representative to be present at all meetings; pre-arranged transport to and from the meeting; a minimum number of personnel to be present at all times. These measures should be agreed in writing prior to any meeting-taking place.
  5. The onus for ensuring that the risk of violence at the client's site or premises is as low as reasonably practical, including, where necessary, provision of police protection, should be with the client.
  6. PTEa staff must not proceed with the work/ meeting if the measures contained within item 4 and 5 are not in place and the potential risk reduced to a low level. In such a case the Director in charge of the project must be made aware of the situation.
  7. ANY incidents of violence or threats of violence to PTEa staff MUST be reported personally to a Director and should be recorded in the Accident Book, even if no obvious injury resulted. Ensure witness statements are taken if possible. If the injury resulting from an incidence of violence at work falls within any RIDDOR category, e.g. the member of staff is off work for more than three days, then the incident must be reported to the HSE.
  8. PTEa will investigate all incidences of violence and the results will be reported to the client, and where necessary to the police.
  9. PTEa will provide appropriate help and support to aid recovery from the shock resulting from their experience.
  10. If a member of staff considers, at any time, that the risk of violence has increased during the duration of the job, they should obtain a new risk assessment. If the level rises above a reasonable level then the employee MUST stop work while new preventive measures are agreed.
  11. Under no circumstances should PTEa staff adopt a gung-ho attitude when faced with the threat of violence, and should leave the area immediately and where necessary call the emergency services on 999. As soon as is practical they should also inform their Director in charge and their client contact.

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

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### 4.16 LATE OR LONE WORKING

#### PURPOSE

Late and lone working should be avoided whenever possible. PTEa webmail and laptops should be used to avoid and reduce such occurrences. However, it is understood by all members of the office that on occasion late or lone working is unavoidable if we are to meet commitments and deadlines. Whether a person is allowed to work alone depends both on the degree of risk posed by the task and on how and when they make their way home.

#### PROCEDURES

Any member of staff intending to work out of normal working hours, which could result in lone working, should follow the following:

1. Avoid leaving the office alone - the last two people should leave together if possible.
  2. Ensure that the courtyard gates are shut if working late at night or at weekends
  3. The use of taxis is encouraged if individuals are concerned in any way for their personal safety. The fare will be reimbursed by PTEa.
  4. Line Managers should be informed prior to the event that an employee intends to work after normal working hours or at weekends. Any extra precautions regarded as necessary should be discussed with the H&S Coordinator (Christian Gibbon).
  5. Ensure when leaving that all doors and windows are locked shut, and that the Courtyard gates are shut and locked (protection for other colleagues and the premises who enter the building after you've left)
  6. If an incident does occur while you are working late, or if you feel threatened in any way, either notify the City Office concierge (tel. 020 72519076) (for the London office) and/or contact the police (tel. 999). In the Liverpool office the building manager is present in Merchants Court from 7.30 a.m. to 7.30 p.m.
  7. Advice is available from Personal Safety at Work, published by the Suzi Lamplugh Trust (Copies with Steve Arnold).
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## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

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### 4.17 PREGNANT WORKERS

#### PURPOSE

It is the policy of PTEa to ensure that any person who is pregnant or any mother who is returning to work after childbirth is not exposed to risks to health, safety and welfare.

#### PROCEDURE

To achieve the objectives above, PTEa is committed to the following procedures:

1. The General Manager will risk assess the work of any person who is known to be pregnant.
2. The risk assessment will be completed once during her pregnancy as standard, and then any further times should the employee request it.
3. Take appropriate measures to reduce risk.
4. Where exposure to significant risk cannot be reasonably prevented, to consider the provision of alternative work for the person concerned.
5. Identify and implement suitable control measures to reduce the risks as far as is reasonably practicable.

To assist the company in these objectives:

1. Employees are to notify the General Manager, as soon as possible when they are aware of their pregnancy. This should be followed by a written certificate from their Medical Practitioner to confirm the pregnancy (Mat.B.1);
2. The General Manager responsible for HR with assistance from the H&S Competent Person will carry out a risk assessment of the pregnant employee's activities. It is expected that the employee will co-operate with this risk assessment.

Where risks are identified action must be taken to reduce these to the lowest practicable level. This may involve temporarily adjusting the employee's working hours and / or conditions. If risks cannot be avoided by other means, suitable alternative work should be offered if it is available.

Completed risk assessments (see the form in Appendix 7 of the Health & Safety Manual Appendices) are held on the employee's personnel file and a copy given to the employee. The risk assessment is reviewed by the General Manager and must consider any relevant information from the employee's GP or midwife.

#### LEGISLATION AND RELATED DOCUMENTS

- Management of Health and Safety at Work Regulations 1999
- New and expectant mothers at work- A guide to employers (HSE)

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4.18 APPROACH TO ASSESSING H&S RISKS AND TO COMPLYING WITH CDM

#### PURPOSE

PTEa will systematically identify the hazards and assess the risks of its activities and services that it can directly manage (direct effect) and also which it can seek to influence (indirect effects). The blank form and the Risk assessment tables in Appendix 8 of the Health & Safety Manual Appendices can be used.

#### LEGISLATION

The Management of Health and Safety at Work Regulations 1999

Construction (Design and Management) Regulations 2007

#### PROCEDURE

The assessment technique used is a qualitative risk assessment method and has the following stages:

1. identification of H&S hazards
2. evaluating the severity of consequences
3. identifying protective measures in place
4. evaluating the likelihood of consequences
5. assessing risks
6. proposing risk control measures
7. prioritising actions according to significance of risk;

The Company's H&S competent Person will undertake the Risk Assessments on behalf of PTEa management and prepare an Action Plan.

**PTEa policy for complying with the Construction (Design and Management) Regulations 2007 are found in a separate CDM Procedure document.**

#### DEFINING THE PROGRAMME

The H&S requirements are those that are needed to manage the organisation's significant risks. They may consist of controls to be maintained and improvements to be made.

Improvements could include hazard elimination, reduction of hazardous inventory, segregation of hazards, better control techniques or improved technology. There are risks that can be reduced by improved standard of maintenance or improved adherence to SOP's.

Risks not considered significant could be recorded separately and reviewed during a subsequent risk programme review. It may be appropriate, simple and cost-effective to define improvement targets for such risks.

#### RISK ASSESSMENT REVIEW

The H&S Competent Person will review the Risk Reduction/H&S Improvement Programme twice a year. Priorities may be reviewed in light of business priorities, general operational developments, and the current accidents, incidents and near misses.

#### Criteria for Action

Priority	Level of Risk	Criteria	Action
1	High/very high risk	Intolerable	Action should be taken as soon as possible with a high degree of urgency. Recommendations are made to avert serious danger or penalty. Where little effort is required to implement recommendation, no delay can be justified
2	Medium	Tolerable	Actions should be taken with some urgency taking into account ALARP (as low as reasonably practicable) principles. Do Medium+ actions first.
3	Low and Very Low	Acceptable	Actions should be taken as soon as possible but not at the expense of the top two categories.



## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4.19 HEALTH AND SAFETY TRAINING

#### PURPOSE

- Identify H&S training needs
- Ensure employees receive H&S training that is appropriate and relevant to their job
- Meet and review H&S training objectives.

#### TRAINING OVERVIEW

H&S training at PTEa consists of the following;

- General training and distribution of H&S information to all staff at regular H&S briefings, to be held during the Thursday lunch slot at least annually.
- Inclusion of H&S training in staff inductions (see checklist in Appendix 9 in the Health & Safety Manual Appendices) .
- Specific training required for members of the H&S team such as Fire Wardens, Full First Aider and the First Aid Appointed Persons
- Communication and emphasis that any particular H&S requirements relating to specific jobs will be considered and actioned
- Encouragement of staff to gain recognised industry qualifications, such as CSCS cards for 'Professionally Qualified Persons' (the yellow card).

#### PROCEDURE

1. Christian Gibbon, is the person responsible for training.
2. Christian Gibbon shall monitor training and organise any relevant training throughout the year
3. Line Managers are responsible for ensuring that the H&S training needs of their staff have been identified and recorded in consultation with the Board H&S Appointee.
4. All new employees will undergo induction training. The H&S Coordinator (Christian Gibbon) is responsible for this. The induction should include the following;
  - Locating the H&S Policy / Manual (on the intranet) and requiring the staff members to read it and remain informed of any revisions
    - Providing overview information on;
    - The structure and organisation of H&S arrangements at PTEa
    - Responsibilities of the H&S team
    - Staff Responsibilities
    - Safety in the Office; Fire Safety, Accident /incident reporting, First aid arrangements, Late or Lone working
    - Building Site Safety
    - Resident and other consultant safety
    - Social Events
5. Temporary employees also require information; as a minimum this shall include:
  - Safety in the Office; Fire Safety, Accident /incident reporting, First aid arrangements, Late or Lone working
  - Information / consideration on health and safety in relation to the work they are involved in or during their stay in the premises.
6. Managers shall ensure that those employees who require additional health and safety training have been identified. This may include;
  - Specific training for members of the H&S team
  - Use of work equipment
  - Safe lifting and handling techniques
  - Display Screen Equipment

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

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7. Employees, who are transferred from one job to another, shall have their training needs reviewed before the transfer takes effect. Where necessary, suitable steps will be taken to provide any new training that the employee requires.
8. Training courses shall have clear aims and objectives.
9. H&S training shall be given by 'competent' people. Training by external parties will be researched and considered thoroughly prior to commissioning of services.
10. The 'competent person' (Safety Choice) shall provide guidance and assistance on the types of training the organisation requires. Consideration will be given to current legal requirements and accepted best practice within the industry.
11. Refresher training courses will reflect the required/ recommended frequency for the subject in question i.e. first aid and fire wardens to follow recommended industry best practice; in-house PTEa sets its own timetable for general and basic training (at least annually).
12. Health and safety training that is necessary for employee safety will be given during working hours.
13. Training programmes will be reviewed to ensure that they remain valid, relevant and appropriate to the business. This review shall be carried at least once every two years, or more frequently when there has been a significant change to the organisation or its working practices or where there has been a serious incident affecting the health, safety and welfare of employees.

### REQUIREMENTS OF PROFESSIONAL BODIES

The RIBA requires that registered Architects perform a certain amount of CPD hours of training per year. It is the responsibility of the individual to ensure they meet all the requirements, including those for H&S, whilst any training that is as a result of this policy is regarded as relevant and could count towards those requirements.

### RECORDS

- Training programme or plan
  - Individual training needs
  - Individual training records
  - Details of those providing training
-



## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4.20 H&S MONITORING

#### PURPOSE

The purpose of monitoring is to provide evidence that Policy and Manual are being met. Monitoring provides the basis for assessing when improved performance is required.

The various monitoring activities involved include:

- Measuring H&S performance (annual audit by Safety Choice)
- Checking and inspection of equipment
- Auditing for compliance with H&S procedures and legislation
- Identifying opportunities for improvements either in procedures and/or H&S performance
- Maintaining records

Records of all monitoring are kept by the Premise Administrator (Steve Arnold) in his 'premise folder' and will be kept for as long as the PTEa archive procedure advises, or at least five years. Steve uses reminders set up in Google & Outlook calendars as a fall back to ensure systems are maintained.

Systems monitored:

- Fire alarms
- Smoke detectors
- Portable electrical equipment
- Emergency lighting
- Fire extinguishers
- Accident and incident performance
- Auditing /Inspection Performance
- Emergency/fire evacuation

#### INTERNAL WORKPLACE H&S INSPECTIONS

Internal audits or inspections are one of the key means of assessing the strengths, compliance and areas for improvement in the H&S management system.

In order to ensure that the whole of PTEa operations are covered, audits are carried out by the Premise Administrator on a quarterly basis (see form in Appendix 1 of the Health & Safety Manual Appendices). Annual audits are carried out by Safety Choice.

#### IMPROVEMENTS

Opportunities for improvement may arise from routine monitoring (e.g. measurements, inspections, tests, audits) or as a result of an incident.

All deficiencies/incidents will be investigated to establish causes. The action taken to eliminate the cause will be appropriate to the magnitude of the problem and its potential effect.

The findings from investigations will be communicated to the appropriate people. Any necessary changes to processes or working practice will be properly implemented and recorded.

#### RECORDS

Records which form part of the H&S system are:

- Risk assessments
- Accident/incident reports
- CoSHH assessments
- H&S audits and inspections records
- Equipment inspection records
- Reports on emergency situations/drills
- Near-miss records

Generally all H&S records are kept in Organice, as the office moves towards paperless systems, however the H&S Co-ordinator keeps a H&S file with the Sections identified above and hard copies of salient information is filed there.

Monitoring Activities are recorded in the Premise Folder maintained by the Premise Administrator as outline above).

Information will be kept as long as the PTEa archive procedure outlines.

## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

### 4. 21 HEALTH & SAFETY MANAGEMENT REVIEW

#### PURPOSE

PTEa management will review the management system at least once a year to ensure that it is still effective and appropriate to the organisation's activities and that it is continually improved in line with the need to achieve the organisation's policy, objectives and targets.

#### PROCEDURES

PTEa H&S Policy and Manual (Management System) will be formally reviewed at least once a year by PTEa.

#### H&S Management Review Committee Members:

- Executive Appointee
- H&S Coordinator
- Others co-opted as and when required.

#### SCOPE

The scope of the review will cover all activities, areas and services of the Company and shall not be limited to those areas which are affected by existing objectives and targets.

Changes to the H&S policy or PTEa circumstances are covered by this review.

#### Simplified Agenda Checklist for Management Review

- What is new?
- How is our performance?
- What is working well?
- What is not working well?
- What needs changing?
- Agree plan actions
- Allocate resources
- Set priorities and targets/deadlines

The scope of the review will cover the entire manual, although all detailed elements of the system will not be reviewed specifically at the meeting. The H&S policy statement, objectives and targets will be reviewed.

Prior to the review meeting the H&S Coordinator will produce a briefing pack detailing:

- H&S performance during the previous twelve months
- Results of any H&S audits and risk assessments
- Progress towards achieving objectives and targets
- Progress with the H&S Improvement Programme
- Adherence to inspection programme
- Non-conformance review: accidents / incidents / near misses
- Areas of specific concern

Issues to be addressed at the H&S Management Review shall include: -

- a) A discussion of the briefing pack;
- b) Lessons learned from accidents, incidents, complaints, non-conformances, and corrective actions;
- c) The continuing suitability of the H&S policy and manual:
  - Emerging or growing H&S concerns;
  - Better understanding of H&S issues;
  - Potential developments in H&S legislation;
  - Concerns of interested parties;
  - Market pressures;
  - Changing activities in the Company.
- d) The suitability and effectiveness of H&S objectives and targets;
- e) Revisions to the H&S programme, manual and other documentation to reflect changes in the H&S policy, objectives and targets;
- f) H&S training needs of PTEa employees;
- g) Records of review meetings will be issued to members of the review group, AD's and Directors.

The outcome of the reviews shall be communicated to all those who have made an input or are affected by the outputs from the review. In particular those who:

- Are responsible for actions or monitoring performance;
- Need to ensure conformance is achieved;
- Lead other reviews or line meetings.



## 4.0 H&S ARRANGEMENTS OR 'THE MANUAL' CONT.

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### 4.22 SOCIAL EVENTS

All events, social or otherwise, to be held at PTEa premises will be given specific H&S consideration and a file note prepared to demonstrate consideration of risks together with any limits set. Events include Open House / Open Up, visits, office parties.

This file note must consider:

- Description of event(s)
- Date/time - venue or location within the office
- Proposals (including equipment, staff responsible etc)
- Timetable
- Nominated supervisor(s)
- Procedure and sequence of events to ensure it is executed as planned
- Measures of control in the event of unplanned events/incidents
- Consideration of potential risk items
- Proposals to manage/reduce risks.

#### Supervision

At least one person should be nominated as supervisor prior to an office social event. The supervisor should remain alcohol-free for the full duration of the event, discreetly monitor the behaviour of others, and advise if they think people are not acting safely. A timetable of events and clear start and finish times must be adhered to.

#### Clearing up Procedure

As part of the preparation for any social event, consideration should be given to how best to undertake the clearing up and removal of large objects, such as furniture. It is likely that the best time to clear up will be after everybody has dispersed and when those who are involved have had a chance to recover from the effects of alcohol – probably the next day.

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## 5.0 DOCUMENT VERIFICATION

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### 5.0 DOCUMENT VERIFICATION

#### 5.01 Dated

26 March 2010

#### 5.02 Revisions

General revisions: 26 March 2010  
26 May 2010

#### 5.03 Signed

Christian Gibbon  
for Pollard Thomas Edwards architects

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## APPENDICES

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### APPENDICES (SEE SEPARATE BOUND DOCUMENT)

#### 1. Risk Assessments etc

#### 2. Record Summary

#### 2 RECORD SUMMARY: all records referred to in this document

#### RECORDS – kept by H&S Co-ordinator (Christian Gibbon)

##### Section 4.24

Records which form part of the H&S system are:

- Risk assessments
- Accident/incident reports
- CoSHH assessments
- H&S audits and inspections records
- Equipment inspection records
- Reports on emergency situations/drills
- Near-miss records

#### RECORDS - kept by Premises Administrator (Steve Arnold)

##### Section 4.11

- Checklist for Premise Administrator
- H&S inspections/audit sheets

##### Section 4.12

- IEE Wiring Regs Installation Test Certificates
- Register of Portable Electrical Appliances
- Records of Inspection and tests of portable equipment.

##### Section 4.24

Systems monitored:

- Fire alarms
- Smoke detectors
- Portable electrical equipment
- Emergency lighting
- Fire extinguishers
- Accident and incident performance
- Auditing /Inspection Performance
- Emergency/fire evacuation

#### RECORDS – kept by Training (Christian Gibbon)

##### Section 4.23

- Training programme or plan
  - Individual training needs
  - Individual training records
  - Details of those providing training
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