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# 1 General policy

## 1.1 Introduction

The *Health & Safety at Work Act etc 1974* (Section 2 (3)) requires employers to prepare and, as often as may be appropriate, revise a written statement of their general policy with respect to the health and safety at work of their employees, and of the organisation and arrangements for carrying out that policy, and to bring that statement and any revision of it to the notice of all employees.

This document has been prepared to enable the practice to comply with this requirement of the act, and to give details to all employees of the practice and arrangements for achieving and maintaining high standards of health and safety throughout the practices activities.

## 1.2 Statement of general policy

PSP Architectural Ltd recognises and accepts its responsibility to ensure and maintain the health, safety and welfare of all employees.

The management team of the company is fully committed to full compliance with all relevant health and safety legislation, and regards that compliance as a minimum.

The company will, so far as is reasonably practicable, provide and maintain a safe place of work and safe working practices, paying attention to the provision and maintenance of:

- (a) plant, equipment and systems of work which are safe;
- (b) safe arrangements for the use, handling, storage and transportation of articles and substances;
- (c) information, instruction, training and supervision so as to enable all employees to work safely, and to contribute positively to their own health and safety at work;
- (d) a safe place of work, and a safe means of access and egress from it;
- (e) a healthy environment
- (f) adequate welfare facilities
- (g) suitable sufficient assessments of the risk to health to which employees are exposed;

- (h) suitable sufficient assessments of the risk to health of persons not in the Practices employment, in connections with our actions.

The company also recognises the importance of the part to be played by the employee in achieving the objectives of the *Health & Safety Policy*. The act (section 7) confers upon employees a duty to take reasonable care of their own health and safety and that of other personnel with whom they work, and to cooperate with management in order that legal duties are fulfilled.

The company will aim to create a climate in which all personnel believe health and safety to be an integral part of how activities are actioned, understands and accepts their responsibilities, and actively seeks, within their area of control, to ensure a harm free environment.

To allow the company to function to the standard required by its managers a number of basic rules have been designed. Failure to comply with the aforesaid rules may result in disciplinary procedures being invoked:

**Do not:**

- drink any alcohol at work, or arrive at work under the influence of alcohol;
- use any drug or substance unless under prescribed medical advice;
- carry out any unauthorised adaptation or alteration or in any way interfere with work equipment except with authorised permission;
- interfere with or by-pass any safety devices or automatic cutout switches;
- knowingly use defective, faulty or damaged equipment, tools or machinery.

## 2 Organisation for health, safety, and welfare

### 2.1 Responsibilities for health & safety

#### 2.1.1 Overall responsibility

The overall responsibility for the implementation and monitoring of the *Health & Safety Policy* within the company rests with the Mr Heath Hindmarsh.

This responsibility includes:

- (a) the allocation of resources for implementing the Health & Safety policy;
- (b) ensuring that the company complies with the requirement of health and safety legislation;

- (c) ensuring that personnel are fully aware of their responsibilities under the *Health & Safety at Work Act 1974* and that these responsibilities are fulfilled;
- (d) ensuring that arrangements made for the health and safety, and for securing the effectiveness of the general policy are implemented;
- (e) monitoring the effectiveness of the general policy.

### **2.1.2 The nominated person**

The nominated person has delegated responsibility to act specifically on behalf of the company for:

- (a) co-ordinating, developing, maintaining and monitoring an efficient safety function throughout the company;
- (b) ensuring that a programme of safety related training and development is maintained;
- (c) arranging effective consultation with recognised Trade Unions and their appointed Safety Representatives (as appropriate) on matters relating to occupational health, safety and welfare at work;
- (d) ensuring that Fire Safety is pursued in accordance with procedures and policies laid down within the company.

### **2.1.3 Employee responsibilities**

All personnel must fully understand and accept their responsibilities in respect of health and safety, otherwise this policy cannot be implemented in practice as an employee, irrespective of your position within the company you have specific health and safety responsibilities. These responsibilities include the duties to:

- (a) take reasonable care for the health and safety of themselves and other who may be affected by their work activities;
- (b) co-operate with their employer so far as is necessary to enable any legal duty or requirement imposed upon them to be complied with;
- (c) be familiar with the contents of the company safety policy;
- (d) report any damage, defects to the premise and or equipment to their line manager;
- (e) wear protective equipment and/or clothing when supplied and required to do so, or when directed by a line manager;

- (f) take care not to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety;
- (g) co-operate fully with the management in all matters of health and safety and accident prevention;
- (h) bring to the attention of their line manager, any shortcomings which they perceive in health and safety training, procedures or equipment.

## 3 Arrangements for securing the effectiveness of the policy

The following sets out the arrangements made by the company to successfully implement the health and safety policy. It is not the intention in this section to detail specific and/or various procedures, however it is intended to use this document to signpost personnel to the required areas. It is the company's responsibility to ensure that all staff receive the necessary training (section 2(2)(c) for health and safety and for any specific task its employees may carry out.

### 3.1 Training

Training in health and safety matters will be approached in the following three ways.

#### 3.1.1 Induction training

All new members of staff will receive a safety induction session. This session will be the responsibility of the line manager and must cover the following areas:

- (a) The safety policy of the company;
- (b) The Fire precautions and Emergency procedures;
- (c) First Aid procedures;
- (d) Legal responsibilities of the individual;
- (e) Hazards in the workplace;
- (f) Layout of the workplace (toilets, washing, eating facilities etc);
- (g) Accident reporting procedures.

#### 3.1.2 General health & safety training

This section will broadly fall into two main categories:

- (a) Continuous training incorporated into the company training programme.
- (b) Training in safety principles and management, given to line managers.

Training will include, but is not limited to:

- The company *Health & Safety Policy*;
- Actions for fire and emergencies;
- Employee responsibilities;
- Accident reporting & first aid;

- Information on common work hazards;
- Any specific training required and deemed appropriate by the company to allow its employees to carry out their work.

### 3.1.3 Specific health & safety training

Health and safety training may be specifically tailored to meet particular requirements within the company and will be implemented as required, for example:

- (a) Safe system of work for new equipment;
- (b) Fire training etc.

## 3.2 Risk Assessment

In line with the management of *Health and Safety at Work Regulations 1999* (regulation 3) the company are committed to the ethos of Risk Assessment.

The current approach to the management of safety involves the principle of risk assessment.

The following definitions are written to identify:

- i) **Hazard:** possessing the potential for harm;
- ii) **Risk:** the likelihood of that harm actually occurring, and the severity of its consequences.

*Risk Assessment* is therefore a three stage process:

- (a) Identify the hazard;
- (b) Evaluate the risk;
- (c) Control the hazard.

In respect of controlling the hazard (see "c" above) best practice requires that the following concept is used in designing control measures:

- (a) Eliminate – stop doing the task if possible;
- (b) Substitution – use a different substance or tool which is less hazardous;
- (c) Engineering solution – segregate people and machinery;
- (d) Proper training in a *Safe System of Work*;
- (e) Provision of Personal Protective Equipment (PPE).

### 3.3 Accident reporting

All personnel should make themselves fully aware of the Accident reporting procedure within the practice. It should be noted that **all** accidents must be reported to the immediate line manager and recorded in the appropriate Accident Book.

### 3.4 Violence to staff

The company will be fully supportive of all staff who are victims of physical aggression whilst carrying out or in connection with any official duties.

### 3.5 Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

All incidents will be reported as necessary to the appropriate body in line with the current legislation (*RIDDOR 1995*).

### 3.6 Equipment

In order to comply with relevant legislation of the *Provision and Use of Work Equipment Regulations 1998* the company will ensure that all equipment within the premise is used, tested, inspected and repaired in accordance with manufactures instructions and legislative requirements.

### 3.7 Safe systems of work

The company specifies and ensures safe systems of work through several means:

- (a) incorporating the co-ordination of safety into all work activity, so as to engender a safety culture within the workforce;
- (b) providing for the effective supervision of all personnel whilst at work;
- (c) having effective control measures in place for the recruitment and selection of personnel at all levels within the company as necessary.

### 3.8 Protective clothing and equipment

It is the responsibility of all personnel to ensure that any clothing and/or equipment is maintained in a condition free from defect which may expose them to a hazard and that the said items are worn/used when required or as directed by a line manager. Any act and or

provision will be in direct alignment to the *Personnel Protective Equipment Regulations 1992* (PPE).

### 3.9 Fire safety

Fire safety is highly regarded within the company. Personnel must make themselves aware of the current fire safety policy and evacuation process of the company. All aspects of the fire safety process will comply with the *Regulatory Reform (Fire Safety) Order 2005*

### 3.10 Visits and visitors to company premises

All visitors to the company will be directed to report to the Reception Desk in order that their presence in the premise is known, this is essential in the event of a fire within the building and the possible subsequent evacuation. Whilst the individual(s) are on the premise, the responsibility for their safety is that of the company, who must ensure, so far as is reasonably practicable, that they are not exposed to any risk in respect of their personal health and safety.

### 3.11 Health & safety legislation

The company will formulate strategy and policy to comply with Health & Safety legislation as it is enacted. The policies and procedures will be promulgated by way of additions to the health & safety procedural documents which accompany this policy document.

### 3.12 Office safety

Offices are generally low risk environments; however, this does not preclude them for accidents occurring within them. The company in accordance with the *Workplace (Health, Safety & Welfare) Regulations 1992* wants to develop safety awareness in all staff. The following is designed to offer guidance on what each employee can do in helping the company achieve its objectives.

- Know the location of First Aiders, fire extinguishers and the nearest telephone;
- Be familiar with all the emergency procedures;
- Be familiar with your nearest fire exit and other exits near to you;
- Know the location of the company *Health & Safety Policies* and be familiar with them;
- Maintain good internal housekeeping;

- Ensure you have adequate and sufficient training on the use of all equipment you are expected to use/operate;
- Ensure for the safety of all persons including visitors and yourself.

### 3.13 Display screen equipment

There are standards for minimising health and safety associated with the use of VDU equipment, typically backache, upper limb pain and eyestrain. As a company we want to minimise the potential risk to the health and safety of all staff. All actions will be as a result of the companies' commitment to the *Visual Display Screen Regulations 1992*.

### 3.14 Manual handling

Incorrect manual handling causes approximately one third of all serious injuries to workers within the UK.

As a responsible company we are committed to complying with the *Manual Handling Operations Regulations 1992* (as amended). Risk assessments of manual handling activities will be made and we aim to avoid manual handling where the risks are too great for our employees.

### 3.15 Hazardous substances

As an organisation we may purchase and use a variety of substances. To ensure the safety of all employees the company will comply with and adhere to the *Control of Substances Hazardous to Health Regulations 2002 (COSHH)*. We will obtain up-to-date information via *Manufacturers Safety Data Sheets (MSDS)* on any substance that is purchased and using the information supplied as well as other relevant information, make assessments of any potential hazard.

As to the employee's right of appeal against the action. All documentation relating to the disciplinary meeting and resultant action will be filed in the employee's personal file.

### 3.16 First Aid

The company will comply with the *Health and Safety (First Aid) Regulations 1981* by training sufficient personnel within the workplace, and by ensuring that suitable and sufficient equipment is available to give treatment where required

### 3.17 Safety representatives & committees

As a responsible employee the company acknowledge and will abide by the management of *Health and Safety Regulations 1992* in respect of consultation provision with recognised trade union appointed safety representatives. The regulations require the employer to consult with safety representatives in good time with regards to:

- (a) the introduction into the workplace of any measure which may subsequently affect the health and safety of the employees who are represented by the safety representative.
- (b) his arrangements for appointing or nominating his safety advisor and persons responsible for evacuation procedures.
- (c) any health and safety information required to be provided by the employer to the employee.
- (d) the planning and organisation of any health and safety training required to be provided by the employer to the employees and the safety representatives.
- (e) the health and safety consequences of the introduction of new technologies in to the workplace.

Signed on behalf of the company: .....

Position within the company: .....

Date: .....