

**Pinnacle Consulting Engineers Limited**

**Health and Safety Policy**

**Part 1**



## PREAMBLE

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Except where expressly noted otherwise, the documents contained within this folder are all held within the Pinnacle Consulting Engineers Workspace Portal in Pool 07.06 Health and Safety. These are live documents and some of the arrangement documents in particular are regularly updated. The electronic version will ALWAYS take precedence over any printed copy and the electronic copy should be checked for updates prior to using any copy printed for reference.

## REVISION HISTORY

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VERSION	DATE	DESCRIPTION	BY
1.0	1 April 2007	First Issue	CB
1.1	5 Dec 2007	WGC arrangements added	JG
1.2	17 April 2008	Norwich Office RA updated	IE
1.3	5 Aug 2008	Young Persons RA added	IE
1.4	10 Feb 2009	Norwich First Aid & Fire procedures amended	IE
1.5	2 March 2009	CDM procedures updated	IE
1.6	18 June 2009	Norwich Office RA & equipment list updated	IE
2.0	18 Nov 2010	Rebranded. Added communication with 3rd parties, PPE section, section 4.8 renamed, sections 4.8-4.9 amended to reflect multi-office set-up, 4.10 merged with 4.2, 4.10 Audit section added	IE
3.0	14 June 2012	Refreshed	JG
4.0	01 October 2012	Arrangements for disabled visitors added	JG
4.1	26 July 2013	Reviewed and refreshed	JG
5.0	30 October 2013	Reviewed and refreshed	KE
6.0	7 August 2014	Changes to CDM policy and staff grading	JG
7.0	10 October 2014	H&S policy reviewed and redated, signed and inserted in S1	JG
7.1	30 December 2014	Section 4.3 added on PPE	JG
7.2	July 2015	Policy reviewed	JG
8.0	28 April 2016	Complete policy reviewed and updated	MB/JG
9.0	15 May 2017	Policy reviewed, statement updated	JG
10	21 May 2018	Policy reviewed, statement updated and contents updated	JG
10.1	4 June 2018	Removal of all reference to CDM 2007 / changes made to reporting requirements of the RIDDOR /	JG
11.0	29 July 2019	Annual Review and update, travel policy added	JS/JG
11.1	07 May 2020	RIDDOR reporting updated re Covid-19	JG

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## **1.0 General Policy Statement**

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The Companies Health and Safety General Policy Statement.

### **Health and Safety at Work - Policy Statement**

The Company is committed to providing for the health, safety and welfare of all employees and to maintaining standards at least equal to the best practice in the construction industry.

The company empowers employees to intervene or stop any job if they believe that Health and Safety is in any way compromised.

The Company will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. The Company will take into account any recommendations made by the Health and Safety Executive with regard to health and safety issues and where appropriate will liaise with the Health and Safety Executive on particular health and safety issues which are of particular relevance to the Company.

This commitment to health and safety is a management responsibility equivalent to that of any other management function. It will be the duty of the Company's directors to ensure that policy is upheld at all times and to provide the necessary funds and manpower required.

The Company will conduct its undertaking in such a way as to ensure, so far as it is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist information will be provided and all reasonable steps will be taken to bring this to the attention of its employees.

The Company is responsible for:

- Assessing the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations.
- Providing and maintaining locations equipment, Personal Protective Equipment (PPE) and clothing and systems of work that are safe and without risks to health.
- Ensuring that all necessary safety devices are installed and maintained on equipment.
- Providing information, instruction, training and supervision in safe working methods and procedures.
- Providing and maintaining a healthy and safe place of work and providing a means of access there from.
- Providing a culture where Health and Safety is considered at all stages of our work.
- Promoting the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation and the establishment of a safety committee, and accident investigations where applicable.
- Establishing emergency procedures as required.
- Monitoring and reviewing the management of health and safety at work.
- Keeping this safety policy under review and making any revision it deems necessary from time to time. All such revisions will be brought to the attention of employees.

The policy needs the full co-operation of all employees who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others. In order to achieve this end, every employee must:

- Comply with all safety instructions and directions issued by the Company.
- Take full care for your own health and safety, and the health and safety of other persons (e.g. other employees, contractors, customers, workmen, etc.) who may be affected by your acts or omissions at work, by observing and complying with all safety rules which are applicable.

- Co-operate with the Company to ensure that the aims of the Health and Safety Policy Statement are achieved and any duty or requirement imposed on the Company by or under any of the relevant statutory provisions is complied with.
- Intervene at any point if you feel that Health and Safety is being compromised. If appropriate, request an unsafe activity be stopped until a safe solution has been implemented or you are happy with the procedure or design.
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Use equipment, PPE and protective clothing provided in accordance with the training you have received.
- Ensure that goggles and protective clothing fit properly and are free from damage.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Any failure by an employee to comply with any aspect of the Company's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by the Company as misconduct which will be dealt with under the terms of the Company's disciplinary procedure.

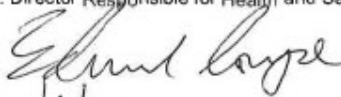
Although the final level of responsibility for ensuring health and safety at work lies with the Director Responsible for Health and Safety and each and every individual employee, certain members of management and staff have specific responsibilities to ensure that the Company's health and safety policy is maintained at all times.

The allocation of responsibility within the Company for health and safety matters is as follows;

- The Director Responsible for Health and Safety has overall and final responsibility for giving effect to this health and safety policy.
- The Director Responsible for Health and Safety is responsible for ensuring there is consultation on health and safety matters with staff, through representatives of other groups of employees, as appropriate, in order to maintain health and safety at work.
- Directors are responsible for the implementation and monitoring of health and safety policies in the areas under their control.
- All employees have the responsibility to observe all safety rules and to co-operate with the Manager charged with responsibility for the implementation of the Company's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- There are trained First Aiders within each of the Company's offices. Lists of First Aiders in each office are posted around the Company.

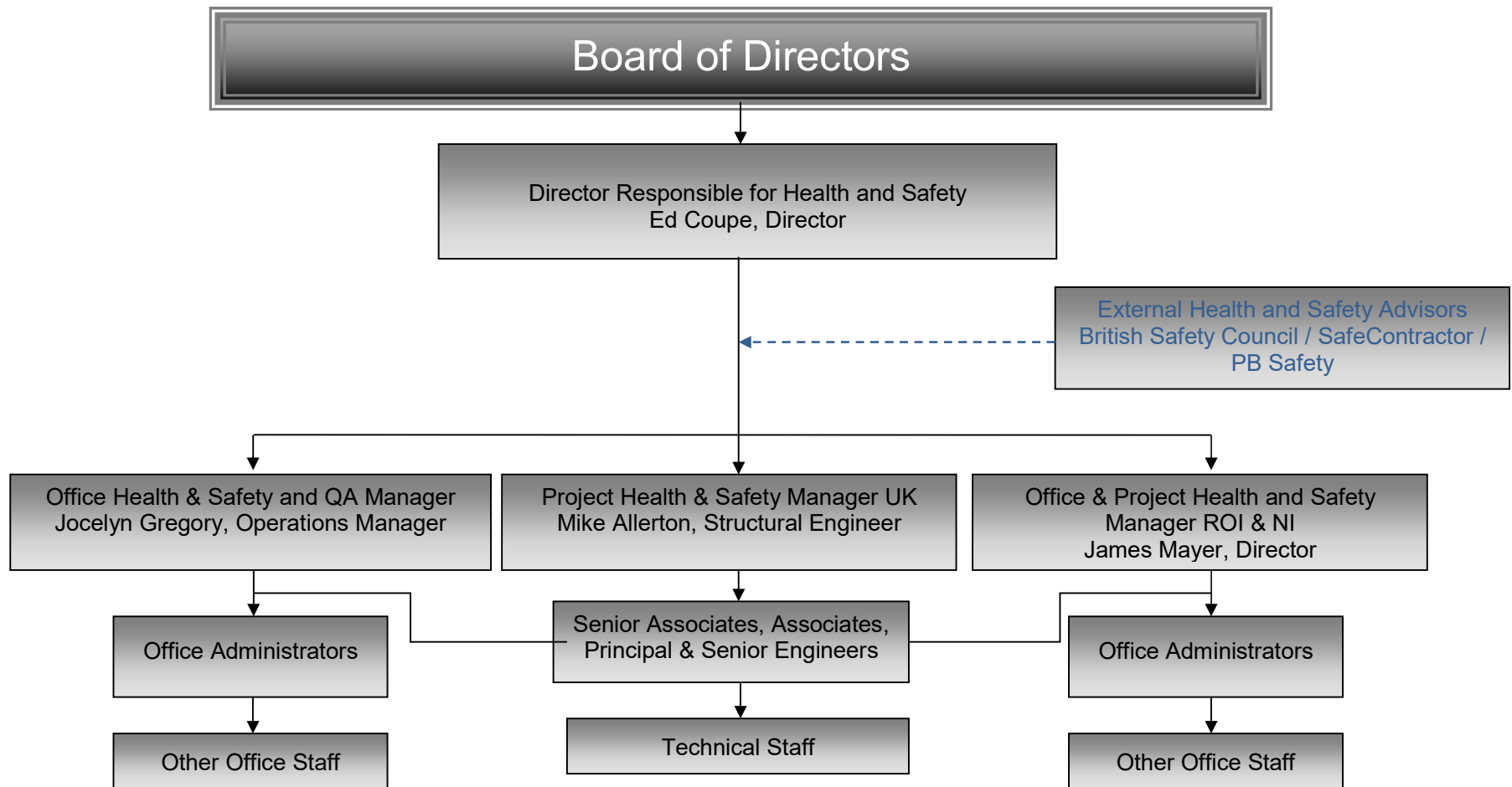
If you suffer an accident on the Company's premises you (or someone on your behalf) must report that fact to your Manager as soon as is practicable after the event. All accidents should be reported however trivial. The accident will be recorded in the Company's Accident Book. An Accident Book is kept in each of the Company's offices.

Name: Ed Coupe  
Position: Director Responsible for Health and Safety  
Signed:



Dated 1/6/20

**2.0 Organisation Chart**



## **3.0 Organisation Responsibilities for Health & Safety**

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### **3.1 BOARD OF DIRECTORS**

It is the duty of the Main Board of Directors to ensure the health, safety and welfare of employees, temporary and agency staff and other affected by its operations.

Responsibilities are:

- a) To ensure that adequate financial provisions are made for implementing the Health and Safety Policy.
- b) To promote interest in and enthusiasm for health and safety matters throughout the Company.
- c) To set a personal example when visiting sites by complying with all established site rules, legislation requirements and the Health and Safety Policy and making site management aware of any unsafe conditions or practices.
- d) To receive information from the Director responsible for health and safety regarding the company's health and safety performance.
- e) To ensure that non-compliance with the Health and Safety Policy and Procedures is a disciplinary matter.
- f) To include health, safety and welfare as an item for discussion on all Company Board Meeting Agendas.

### **3.2 DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY**

Responsibilities are:

- a) To know the requirements of the Health and Safety Policy.
- b) To have adequate knowledge and observe the requirements of the Health and Safety at Work Act 1974 and all other relevant statutory provisions governing the Company's operations.
- c) To promote health and safety awareness throughout the Company.
- d) To review, with the Health and Safety Manager, on a timely basis, the Health and Safety Policy and agree amendments in line with legislative changes and improved operational practices.
- e) To set a personal example when visiting sites by complying with all established site rules, legislative requirements and the Health and Safety Policy and to stop, and then make Site Management aware of, any unsafe conditions or practices observed.



### **3.3 HEALTH AND SAFETY MANAGERS**

Responsibilities are:

- a) To know the requirements of the Health and Safety Policy.
- b) To provide the Director Responsible for Health and Safety with information to enable the Main Board of Directors to monitor the Health and Safety performance of the Company.
- c) To ensure the identified Health and Safety training needs of staff are addressed.
- d) To monitor and maintain the service afforded by the external Health and Safety advisors to ensure adequate health and safety resources.
- e) To undertake periodic inspections of work places to ensure that the highest standards of health, safety and welfare are achieved.
- f) To revise and amend, where necessary, the Health and Safety Policy and ensure it is implemented.
- g) To advise and assist in promoting safe systems and safe conduct at work.
- h) To give guidance to any employees of the Company on health and safety matters.
- i) To advise employees and managers at all levels in their efforts to improve the health and safety performance of the Company.
- j) To create at all levels within the Company a positive approach to accident prevention.
- k) To undertake and ensure investigations are carried out for reportable accidents and dangerous occurrences.
- l) To maintain records of all reportable accidents and dangerous occurrences.
- m) To liaise with the Inspectors of the Health and Safety Executive and other outside bodies.
- n) To advise all levels of management and supervision of the requirements imposed by or under the Health and Safety at Work Act 1974 and other provisions governing the Companies' operations.
- o) To set a personal example when visiting sites by complying with all established site rules, legislative requirements and the Health and Safety Policy.
- p) To stop and then make Site Management aware of, any unsafe conditions or practices observed.

### **3.4 EXTERNAL HEALTH AND SAFETY ADVISORS**

Responsibilities are:

- a) To monitor and evaluate the Company's Health and Safety Policy.
- b) To advise and support the Company's employees and managers at all levels in their efforts to improve health and safety performance.

- c) To advise all levels of management and supervision of the requirements imposed by or under the Health and Safety at Work Act 1974 and other statutory provisions governing the Company's operations.
- d) To provide advice to the Company on changes in Health and Safety legislation and maintain the positive measures in place to raise the level of health and safety awareness at all places of work.
- e) To advise and assist in promoting safe systems, safe conduct of work, production of effective Health and Safety.
- f) To give guidance to any employee of the Company's on health and safety matters.
- g) To stop, and then make site management aware of, any unsafe conditions or practices observed during site visits.
- h) To undertake investigations of reportable accidents, dangerous occurrences and/or near misses and make recommendations to prevent recurrence.
- i) To liaise with the Inspectors of the Health and Safety Executive and other outside bodies.
- j) To set a personal example when visiting sites by complying with all established site rules, legislative requirements and the Health and Safety Policy.
- k) To liaise with the Company's relevant Managers to ensure that all statutory inspections and testing in accordance with the Company's procedures and legislation is being carried out.
- l) To assist in sourcing Training if required

### **3.5 SENIOR ASSOCIATES, ASSOCIATES, PRINCIPAL AND SENIOR ENGINEERS**

Responsibilities are:

- a) To know the requirements of the Health and Safety Policy.
- b) To know the requirements of relevant statutory provisions and safe working practices and to ensure that staff under their control are competent and conversant with the same and have, or will receive, adequate and appropriate training.
- c) To insist that sound working practices are observed and take appropriate action when they are not.
- d) To consider the practical discharge of this policy as a normal management function, comparable in importance to the commercial arrangements and performance expected of responsible Managers.
- e) To ensure that adequate resources, including personnel training in work skills and dealing with emergencies, are made available to provide for safe systems of work for both in-house and sub-contract operations/activities.
- f) To monitor health, safety and welfare standards during site visits and by reviewing Health and Safety Advisor reports.

- g) To liaise closely with the Health and Safety Managers for implementing the Health and Safety Policy.
- h) To ensure that the information required for the Health and Safety File is provided to the Principal Designer.
- i) To ensure as far as is practicable, co-operation between designers and other members of the construction team.
- j) To set a personal example when visiting sites by complying with all established site rules, legislative requirements and the Health and Safety Policy and to stop, then make Site Management aware of, any unsafe conditions or practices observed.

### **3.6 OTHER TECHNICAL STAFF**

Responsibilities are:

- a) To know the requirements of the Health and Safety Policy.
- b) To have adequate knowledge of and observe the requirements of the Health and Safety at Work Act 1974, Regulations, Approved Codes of Practice and all other legislative requirements applicable in their area of responsibility.
- c) To ensure that safe working systems and methods are included at the planning and execution stages of any operation.
- d) To ensure that persons working under their control are not exposed to hazardous situations and that safe systems of work are being maintained.
- e) To provide the Principal Designer or Principal Contractor such information as is requested for the Health and Safety Plan and Health and Safety File.
- f) To stop and then make Site Management aware of, any unsafe conditions or practices observed.
- g) To set a personal example by complying with all established site rules, legislative requirements and the Health and Safety Policy.

### **3.7 OFFICE ADMINISTRATORS**

Responsibilities are:

- a) To know the requirements of the Health and Safety Policy.
- b) To be aware of statutory requirements relating to the office environment.
- c) To ensure that the equipment and the premises under their control are used in a safe manner.
- d) To ensure staff required to use office machinery or equipment are trained in its use.
- e) To ensure that the welfare facilities are adequate and maintained.
- f) To ensure qualified First Aiders are available and that the first aid and emergency procedures are known to all those employees under their control.

- g) To ensure that a fire certificate is obtained for the offices if necessary, that all fire fighting equipment is correctly maintained, alarm tests are carried out in line with the identified schedules, escape routes and fire exits kept clear and signed, that fire drills are carried out on a regular basis and the key personnel are trained in the procedures and in the use of fire-fighting equipment.
- h) That all office machinery and equipment is safe and is fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the supplier.
- i) To ensure that all electrical equipment and systems have been inspected and certificated by a competent person in accordance with Electricity at Work Regulations and the test records registered.

### **3.8 ALL OTHER OFFICE STAFF**

Responsibilities are:

- a) To know the requirements of the Health and Safety Policy.
- b) To use the correct office aids and materials making full use of the safety equipment, devices and procedures etc.
- c) To ensure that equipment provided in the interest of health, safety and welfare is not misused or abused.
- d) To report to the Office Administrator all defects in office machinery, equipment or fittings and NOT to attempt electrical or any other repairs to equipment.
- e) To report to a Director any unsafe or unhealthy working situations observed.
- f) To report all accidents, however minor, to the Office Administrator or First Aider.
- g) To complete necessary self-assessment questionnaires in relation to the working environment

## **4.0 Arrangements**

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### **4.1 REPORTING AND INVESTIGATING ACCIDENTS/DANGEROUS OCCURRENCES AND HSE NOTICES**

#### **4.1.1 HSE Notices**

HSE Notices are displayed on the Notice Boards of all offices.

#### **4.1.2 Reporting and Investigation of Accidents and Dangerous Occurrences**

**As an employer** - we have legal duties under RIDDOR to report and record some work-related accidents by the quickest means possible

#### **Deaths and injuries caused by workplace accidents**

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker

#### **Occupational diseases**

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.
- Carcinogens mutagens and biological agents

#### **Specified injuries to workers**

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

#### **Over-seven-day incapacitation of a worker**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. **The report must be made within 15 days of the accident.**

#### **Over-three-day incapacitation**

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

#### **Non-fatal accidents to non-workers (e.g. members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

### **Dangerous occurrences**

Dangerous occurrences are certain, specified near-miss events. for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.
- Dangerous occurrences in mines, quarries and offshore sites will be reported in accordance with regulation 13 of RIDDOR

### **Covid-19**

Reporting is only required when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a **dangerous occurrence**.
- a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it **was caused by exposure at work**. This must be reported as a case of **disease**

Incidents falling within the above guidelines will be recorded in the Office Accident Book by the Office Manager, Office Administrator or a Director

**All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).**

#### **4.1.3 SCOSS and CROSS**

**As an Employer** - The Company shall encourage all employees to utilise the Confidential Reporting on Structural Safety (CROSS) for concerns on any works being carried out on site; including incidents, accidents, and misses, irrespective of whether anybody has been hurt. The confidential reports can be sent to the Standing Committee on Structural Safety (SCOSS) who are the independent body maintaining and continually reviewing building and civil engineering matters affecting the safety of engineering structures. Regular bulletins and updates will be circulated for employee awareness.

The names of reporters are never revealed and only the technical aspects that could help structural engineers are published.

Whilst concentrating on matters relating to the United Kingdom, SCOSS maintains an awareness and contact with construction events worldwide. In so far as its resources enable it to do so, it seeks to obtain information from overseas experience by appropriate contacts with the International Association for Bridge and Structural Engineering and other international associations.

**As an Employee** - If you have an experience that could be useful to others please contribute by sending a report to your line manager who can forward to SCOSS accordingly. For further details of SCOSS and CROSS please refer to their website <https://www.structural-safety.org/>

## **4.2 WELFARE AND OCCUPATIONAL HEALTH**

### **4.2.1 Health**

**As an Employer** - We will provide a workspace exceeding the minimum space required by legislation that is well lit and ventilated and with mechanical temperature control. You will be provided with desk space and seating that is both comfortable and suitable for use with VDU

display screen equipment. The offices will be cleaned by external sub-contractors to a high standard at a regular interval. Equipment will be cleaned and maintained in accordance with manufacturer's service schedules.

All Pinnacle Consulting Engineers Offices are non-smoking environments and all company cars are designated non-smoking vehicles.

Staff wellbeing at Pinnacle will always be considered a priority and we will attempt to remove the common sources of workplace stress from our practices and environments by considering the following six components of work design:

**Demands** on employees – workload, work patterns, working environment

The amount of **Control** an employee has over their workload

Adequate **Support** for the role including enough resources and training

Promoting positive **Relationships** to avoid conflict and ensuring constant respect to avoid unacceptable behaviour

Ensuring employees understand their **Role** within the organisation and do not have conflicting roles.

We will manage **Change** within the organisation by ensuring employees are given information to enable them to understand the reasons for any proposed changes.

We will ensure adequate employee consultation on changes and provides opportunities for employees to influence proposals. Employees will be made aware of the probable impact of any changes to their jobs. If necessary, employees are given training to support any changes in their jobs

**As an Employee** – you should be aware that the Company cannot be held responsible for stress caused by outside sources such as financial or domestic problems. Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all employees. Therefore, employees must ensure that they report any undue stress that they may feel from different work activities. Stressful situations can be reported in confidence to the Operations Manager or Directors

**As an Employee** - You should be familiar and comply with the advice given within the HSE Document Working VDU's (INDG36) available within Workspace Pool 07.06 Health and Safety. You should maintain your workspace in a clean and tidy manner. You should report any equipment failures such that remedial measures may be undertaken in a timely manner. You should avoid interfering with mechanical ventilation and temperature controls. You must report any workplace injury to either the Office Manager, Office Administrator or a Director without delay. Upon request you should co-operate with Management in undertaking a workplace DSE Assessment.

#### 4.2.2 Safety

**As an Employer** - We will provide a well maintained and secure working environment with appropriate entry systems to prevent unauthorised access. As offices are mechanically ventilated and temperature controlled, external windows are locked to maintain security. Fire exit routes will be well signposted and firefighting equipment will be maintained in accordance with recommended service schedules.

**As an Employee** - You should keep office keys and other security devices safe and report any losses as soon as practical. You should leave external windows and doors locked. You should maintain pedestrian routes and fire exit routes should be kept clear of obstacles at all times. You should notify someone if you are likely to be working in the office out of normal office hours, especially if alone.

#### **4.2.3 Welfare**

**As an Employer** - We will provide adequate, separate male and female toilet and washing facilities in excess of the legal minima. Tea and coffee making facilities will be provided together with a microwave for heating of food. All offices have a dishwasher for overnight cleaning of crockery etc. Chilled or bottled mineral water is provided in all offices, though the tap water in all offices is potable. All welfare facilities will be cleaned on a regular basis and soap and towel dispensers refilled. The landlord of the premises carries out a Water Management plan and we will conduct a risk assessment of the water quality at least annually or if any of our premises have a change of layout which affects water supplies.

**As an Employee** - Keep the facilities provided clean and tidy, report any issues. Care should be taken when heating food in a microwave or using a toaster. Vents on appliances must not be blocked. You must give consideration to others who will be sharing welfare facilities.

#### **4.2.4 Office Risk Assessments**

**As an Employer** - All offices will have a site specific Risk Assessment. These are recorded within “*Part 2 - Office Individual Arrangements*” of this Health & Safety Policy and will be reviewed and updated by the Office Administrators on a six monthly basis.

**As an Employee** - All have a responsibility to report any hazards as soon as they are noticed within the office and a duty of care to fellow employees to ensure equipment etc. is not left in hazards positions.

#### **4.2.5 Office Fire Risk Assessments**

**As an Employer** - All individual offices will have a site specific Fire Risk Assessment undertaken. These will be reviewed by the Office Health & Safety Manager on a six monthly basis to confirm continued reliance and will be renewed a maximum of three yearly.

**As an Employee** - All have a responsibility to report any fire hazards as soon as they are noticed and a duty of care to fellow employees to ensure their actions do not constitute a fire risk.

#### **4.2.6 Site Inspection Risk Assessments**

**As an Employer** - A site visit Risk Assessment is available to all staff and they should take note of the content prior to visiting. This Risk Assessment is in WS pool 07.06. Each individual office will have arrangements in place relating to visiting site and in particular lone working during a site inspection. These are recorded within “*Part 2 - Office Individual Arrangements*” of this Health & Safety Policy.

**As an Employee** - Staff are to follow the risk assessment control measures and lone working arrangements for their particular office.



#### **4.2.7 Expectant and New Mother Risk Assessments**

There are specific regulations dealing with pregnancy at work, which we apply when any of our employees declares that they are pregnant, have recently given birth or is breastfeeding and who provide an appropriate medical certificate.

On becoming aware that an employee is pregnant, we will assess the specific risks from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child.

We will carry out a specific risk assessment for that employee, taking particular account of any medical advice that the employee has received.

**As an Employee** - Staff are to advise their Line Manager if they become pregnant so that any risks can be discussed.

#### **4.2.8 Young Person's Risk Assessments**

There are specific regulations dealing with young people at work. We will comply with them in the event of a person of less than 18 years of age entering employment with us. In particular:

- If the young person is under 16 years of age, we will obtain written permission from a parent or guardian
- We will not exceed the recommended working hours for young persons
- We will put in place all control measures required by risk assessment of the risk to the safety and health of the young person arising from:
  - Their lack of experience, maturity or awareness of risk
  - Any work activity likely to involve a risk of harmful exposure to physical, Biological or chemical agents
  - The physical and psychological capacity of the young person

#### **4.2.9 Work Equipment Training & Approved User List**

**As an Employer** - All work equipment (including electrical equipment) used at work as part of the company's undertaking will comply with the Provision of Use of Work Equipment Regulations (PUWER).

Before new equipment is introduced into the working environment, an assessment will be made by a Director in order to ascertain that the equipment is suitable for its intended use.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by a specialist external company. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

**As an Employee** - No employee will use work equipment for which they have not received specific training. All individual offices will have an Equipment Training & Approved User list. These are recorded within "Part 2 - Office Individual Arrangements" of this Health & Safety Policy.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified task.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your line manager.

#### **4.2.10 Hazardous substances and Material Safety Data Sheets**

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are to be used wherever possible. In case of risks to health, PPE is provided and used by employees and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet will be requested from the supplier. All individual offices will have Material Safety Data Sheets. These are recorded within "*Part 2 - Office Individual Arrangements*" of this Health & Safety Policy.

An appropriate assessment will be made of the risks from that substance undertaken by the Health & Safety Manager in line with the *Control of Substances Hazardous to Health Regulations* (COSHH). These are recorded within the Office Risk Assessment in "*Part 2 - Office Individual Arrangements*" of this Health & Safety Policy.

#### **4.2.11 Manual Handling**

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. An assessment will be carried out based on HSE guidance and will take into account the task, the capabilities of the individual, the load being moved and the environmental conditions at the time of the activity. Our employees are advised not to manual handle loads which they feel incapable of moving safely.

Operations likely to require manual handling are recorded within the Office Risk Assessment in "*Part 2 - Office Individual Arrangements*" of this Health & Safety Policy.

### **4.3 CONSULTATION AND COMMUNICATION**

#### **4.3.1 Information**

All Information relating to company Health and Safety is to be found within Workspace Pool 07.06 Health and Safety. This includes all Part 2 Individual Office Arrangements, Risk Assessments and associated risk management documentation.

All relevant HSE Published guidance for additional reference can also be located in this Pool.

Our CDM Guidance and Process Documentation is located within Pool 12.10 Health and Safety templates and Pool 03.05 Knowledge Area, Health & Safety and CDM.

These are all live documents and should ALWAYS be treated as being current and automatically supersede any printed copy.

#### **4.3.2 Consultation with Employees**

It is important that all staff feel as though they have an open forum for raising and discussion of Health and Safety matters. Pinnacle staff are consulted directly on matters of Health and Safety using the following methods.

- a) During bi-annual individual staff reviews which include a review of training/CPD sessions as well as being a forum for raising any Individual Health and Safety concerns. This is collated and passed on to the CPD coordinators and/or Health and Safety Manager as appropriate.
- b) During a specific item on Health and Safety at staff resource meetings held in all offices, either weekly or bi-weekly. This allows group discussion on any matters relating to Health and Safety. Any matters raised are noted on the resource meeting minutes for that week and published to Workspace for all staff to view, escalated to the Health and Safety Manager if appropriate and reviewed in subsequent weeks for resolution.
- c) Any significant changes to working practices/equipment will involve direct consultation with the persons affected either individually or as a group as appropriate.

Any Health and Safety issues arising from any of the above forums will be cascaded to the Office Manager and Health and/or Safety Manager (as appropriate) and if necessary to the Health and Safety Director.

#### **4.3.3 Communication and Co-operation with 3rd Parties**

It is important that all staff communicate and co-operate with all other 3<sup>rd</sup> Parties that we work with. The following facilities are provided to allow this to happen:

- a) All staff have unique email addresses. All emails are accessible from remote locations over the Internet. Key members of staff are provided with equipment to access email while away from the office.
- b) All staff have phones with unique direct dial numbers. Key members of staff are provided with mobile phones, office mobiles are available to those that don't have a company one.

Regular attendance at Project meetings is essential to ensure ongoing co-operation and communication. Project meeting reports shall be completed and circulated to the team for all meetings attended. The pro-forma for this is included within the *CDM Arrangement* documents (section 4.4).

#### **4.4 FIRST AID, FIRE AND EVACUATION**

All individual offices shall have an office specific procedure for dealing with first aid and emergency evacuation.

#### **4.4.1 First Aid Procedure and Appointed Persons**

All offices shall have a procedure completed specifically for each building and the procedure *displayed in a prominent location*. These are recorded within “*Part 2 - Office Individual Arrangements*” of this Health & Safety Policy.

Each office will have nominated First Aiders and training in this role will be undertaken.

#### **4.4.2 Visitor Emergency Procedures**

All offices shall have a procedure completed specifically for each building and the procedure displayed with the visitors signing in book. These are recorded within “*Part 2 - Office Individual Arrangements*” of this Health & Safety Policy.

#### **4.4.3 Evacuation of Disabled Staff and Visitors**

Each office shall make provision for the safe evacuation of disabled people from their premises. Individual office arrangements provide options available for evacuation, depending upon the level of disability and the preference of the visitor/member of staff.

Each office has a Receptionist and Signing In/Out procedure in place and as such, Unknown or Uncontrolled Visitors do not need to be factored into our arrangements.

The arrangements include details of any aids available to assist disabled visitors during a building evacuation with the fire wardens in each office always notified of any visitors requiring assistance in the case of an evacuation being required.

#### **4.4.4 Fire Evacuation Procedure**

All offices shall have a procedure for evacuation, completed specifically for each building and the procedure displayed in a prominent location. A Building Evacuation Register is to be used when an evacuation takes place along with the signing in book. Evacuations are recorded within “*Part 2 - Office Individual Arrangements*” of this Health & Safety Policy.

Each office will have nominated Fire Wardens and training in this role will be undertaken by way of a cdrom.

A Fire Awareness cdrom will also be viewed by all staff.

#### 4.5 PERSONAL PROTECTIVE EQUIPMENT (PPE)

As an Employer - we will ensure that all our employees are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, then as a last resort will provide CE marked PPE appropriate to the task/work environment. All PPE is personal and not to be shared.

As required, we will ensure:

- The provision of adequate and suitable PPE free of charge
- We record the supply of and training in the use of PPE as appropriate

As an Employee - we expect our employees to:

- Use PPE correctly and whenever it is required
- Check their PPE regularly, maintain it and report any defects or damage immediately, arranging replacement in accordance with the manufacturer's instructions
- Participate in any training or instruction provided on the fitting, use and inspection of PPE
- Inform us of any medical conditions they have that may affect the correct use of the PPE provided for them
- Participate in any training or instruction I/we provide on the fitting, use and inspection of PPE.

#### 4.6 DRIVING ON WORK RELATED BUSINESS

The company car policy is maintained in the Staff Handbook within Workspace Pool 03.10 Policies and Procedures.

Staff using their own or a company supplied vehicle for business purposes undertake a weekly check of the vehicle to ensure continued safety and roadworthiness of the vehicle. Vehicle documentation is maintained for each vehicle in use. Cars used from hire companies should also be checked before use.

A Driving For Work Risk Assessment has been undertaken and is regularly reviewed to ensure staff and other road users are not put at risk by work related driving activities. Staff read this assessment during their Induction and are encouraged to re-read the assessment whenever business travel is required.

Management must be informed of any change to the state of health, either temporary or permanent, which might affect the working ability or suitability to carry out any work driving activities, including eyesight changes. Employees must be fit for driving.

Driving license checks are undertaken annually and driver competency is reviewed with additional training provided if necessary.

All persons involved in work related driving are reminded of the need for compliance with Road Traffic Law to ensure the safety of themselves and other road users. All staff are encouraged to report all office and work-related road incidents and an Incident Investigation Log is maintained to investigate incidents and act upon trends.

Smoking is prohibited in company cars.

#### 4.7 PINNACLE CAR PARKING

All staff should reverse park as this is considered to be safer, reducing the risk of reversing into people or other vehicles when leaving the car park. Visitors to our premises should be encouraged to follow this protocol too.

#### 4.8 TRAVELLING ABROAD ON WORK RELATED BUSINESS

Pinnacle employees may be required to travel abroad on company business. It is recognised by the Company that we have a duty of care to ensure our employees are reasonably safe when travelling abroad on business. In view of this before any travel arrangements abroad are made a risk assessment will be carried out to ensure that employees are not exposed to unnecessary risk in the course of their employment. The risk assessment will consider the following (note this list is not exhaustive):

- Adequate travel insurance / Visas / EHIC
- Ensure any company bank cards are within date i.e. not going to expire during the trip
- Necessary vaccinations
- Be aware of customs or traditions of the visiting country
- Be aware of the risk of terrorism, theft, assault, illness.
- The duration of the stay and how it could affect the employee's emotional wellbeing.
- Whether the country being visited is prone to revolutions, civil war, lawlessness, and potential violent political demonstrations. Checks with the Foreign office will be made prior to travel being authorised. <https://www.gov.uk/foreign-travel-advice>
- Employees on long flights are advised to exercise to avoid Deep Vein Thrombosis
- Selection of hotels will be of good quality and with good security and fire safety aspects

The Line Manager is to be made aware if an employee is travelling on business abroad and a copy of the itinerary is to be provided. The Line Manager will ensure that regular contact is made to ensure all is well.

#### 4.9 SITE SAFETY

Pinnacle Consulting Engineers Limited is an office based consultancy and site visits are made on a visiting basis. When doing so, all PCE staff should take note of the Risk Assessments in WS pool 07.06. prior to visiting site.

Supplementary procedures will apply when visiting a construction site with the Health and Safety procedures being the responsibility of the site Principal Contractor, all PCE staff must comply fully with these at all times. When working with clients during the design phase of a project considerations will be made to eliminate or reduce future risks such as noise.

Engineers carrying out site visits should be aware that PPE may need to be worn i.e. hearing protection needs to be worn where noise levels are over 85 decibels (daily or weekly average exposure). The principal contractor should demarcate the hearing protection zone and provide the hearing protection.

Asbestos containing materials may be disturbed when working on buildings that pre-date the year 2000. The Company will assess and control health risks from exposure to asbestos in accordance with the Control of Asbestos Regulations to prevent Employees and Sub-contractors from exposure to asbestos and asbestos containing materials (ACMs).

It is the Company's policy that all its Employees and Sub-contractors will not work in any area until it has been confirmed safe or free from asbestos containing materials. However, should any employee during the course of their work un-expectantly encounter any ACMs or unknown substance, they are to Stop Work Immediately and notify the Site Supervisor. The Site Supervisor should inform the Project Manager, who will ensure the area is cleared and will actively seek clarification from the Client or Principal / Main Contractor. The Client or Principal Contractor must make an Asbestos Management Plan and decide if the task needs a HSE-licensed contractor.

The Control of Lead at Work Regulations place a duty on employers to prevent, or where this is not reasonably practicable, to control employee exposure to lead. Our Engineers may encounter lead on site visits where the following activities are being carried out:

- blast removal and burning of old lead paint
- stripping of old lead paint from doors, windows etc.
- hot cutting in demolition and dismantling operation

In these cases Employees and Sub-contractors are advised to wear the necessary protective equipment or clothing and return it to the proper place provided by the Principal Contractor and practice a high standard of personal hygiene.

Pinnacle employees are prohibited from working in confined spaces.

Basic guidance is provided to all staff in case they need to work at height. Ladders are provided by Pinnacle for site visits and must be checked before use i.e. locking bars must be in good condition, feet must not be missing, and stepladder platforms must not be split or buckled. The steps or treads must be robust and clean. Stiles must be robust and not bent or damaged

The hire or supply of any additional equipment such as Mobile Elevated Working Platforms (MEWPS) or Tower scaffolds are the responsibility of the client or principal contractor.

On occasion the operations of the Company include the need for employees to work on or alongside public roads. Such operations are recognised as being hazardous to Company employees, pedestrians and road users alike. This Company's management undertake to minimise the hazards presented by assessing the hazards and likely risk and implementing control measures to reduce the risk as far as reasonably practicable, this will usually be achievable by following the safe systems of work set up by the Principal Contractor of the site and adhering to set up traffic management plans.

Pinnacle employees should intervene in all situations where, in the opinion of the employee, Health & Safety is being put at risk. Intervention should always be delivered with respect and in a positive way. If the concerns are not resolved or allayed then request an unsafe activity be stopped. After any such intervention an internal email should be sent to the H&S Director and where appropriate, a report submitted to SCOSS / CROSS.

#### **4.10 DRUG AND ALCOHOL POLICY**

Pinnacle has a Drug and Alcohol Abuse policy as set out in the Staff Handbook. This policy forbids the consumption of alcohol on Company's premises and office / site attendance if



intoxicated. The possession, use or distribution of drugs for non-medical purposes on Company premises is strictly forbidden. Staff who suspect another member of staff is under the influence of drugs or alcohol should report this in confidence to their Manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance especially driving operations and the employee's direct manager must be informed of that circumstance.

Any employees found to be under the influence of drink or illegal substances whilst at work will be subject to disciplinary action, which may include suspension and possible dismissal.

#### **4.11 CDM**

Pinnacle has obligations as a designer under the Construction (Design and Management) Regulations 2015.

This is achieved by a series of documents known as an Arrangement Document and is included as a stand-alone arrangement within the Health and Safety Policy.

The CDM Documents can be found in Pool 12.10 Health and Safety Templates and the CDM and Project Quality Protocols in Pool 03.05 Knowledge Area, Health & Safety and CDM.

A section to consider, reflect and discuss Health & Safety concerns is included within all project review templates.

We acknowledge our duty to co-ordinate design work and eliminate hazards by design so far as reasonably practicable.

#### **4.12 SUB-CONTRACTORS**

Before appointment, sub-contractors are vetted to ensure their health, safety and welfare obligations are satisfactory. For some contractors sight of a Risk Assessment and Method Statement is required before commencement of works. The activities of our sub-contractors will be monitored to ensure that safe systems of work are being adhered to. We will provide contractors with information relating to our safety expectations including information on what to do in an emergency when on our premises.

#### **4.13 NEW STAFF INDUCTION TRAINING**

All new staff will have an induction to make them aware of the key Pinnacle Health, Safety and Welfare procedures. They will receive advice and training relating to the companies Health and Safety policy and related processes

This induction shall be recorded on the *New Staff Training Checklist* (on WS pool 12.06).

#### **4.14 STAFF TRAINING**

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health & Safety awareness, Company procedures etc...). Refer *Policy Section 4.5*



- A change in employee position / work activity or responsibility

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

The record of training requirements and courses attended are recorded on staff Personal Development Plans and certificates kept on Workspace within the relevant Pools. All staff have a Personal Development Plan, reviewed with their line Managers on a 6-monthly basis.

#### **4.15 MAINTENANCE AND TESTING**

All individual offices will carry out / monitor the following tests. Where Pinnacle offices are within leased / managed premises, negotiation with the landlord will be required to agree a suitable maintenance and testing regime. The regime and responsibilities are recorded within “*Part 2 - Office Individual Arrangements*” of this Health & Safety Policy.

##### **4.15.1 Weekly**

- **Fire Alarm Sounder** - Ensure the fire alarm sounder is tested to ensure correct operation

##### **4.15.2 Monthly**

- **First Aid** - Kit stocked and items within use by dates
- **Statutory Notices** - Accident book, H&S Notice and visitor information in correct locations
- **Fire extinguisher location check** - Check fire extinguishers are in their correct locations

##### **4.15.3 Quarterly**

- **Emergency lighting check** - Switch/Flick test to ensure lighting is working correctly

##### **4.15.4 Bi-Annually**

- **Office Evacuation** - Ensure a full evacuation of the building is undertaken
- **Office Risk Assessments** - To be reviewed and updated as appropriate
- **Office Fire Risk Assessments** - To be reviewed and renewed if appropriate

##### **4.15.5 Yearly**

- **Portable Appliance Testing** – as HSE guidance
- **Fire Extinguishers** - Annual service
- **Fire Alarm** - Annual service
- **Emergency lighting** - Annual service - full draindown/duration test of 3 hours minimum
- **Intruder Alarm** - Annual service
- **PPE stock** - Check use by dates & condition

##### **4.15.6 3 Yearly**

- **Office Fire Risk Assessment** - To be renewed

##### **4.15.7 5 Yearly**

- **Fixed electrical wire test** – Test of fixed wire system within the office

#### **4.16 REVIEW, AUDIT AND MONITORING**

In order that Health, Safety and Welfare standards are maintained at all times, all documentation shall be reviewed on a regular basis and updated as required.

The periods for the reviews are as follows:

**Health and Safety Policy** - Shall be reviewed yearly by the Health & Safety Managers

**CDM Processes** - Shall be reviewed 3 monthly by the Project Health & Safety Manager

**Office Procedures** – Shall be reviewed 6 monthly, by the Health & Safety Managers to ensure activities are being carried out.