

Johns Slater and Haward

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Johns Slater and Haward (JSH) (Section2)

Health and Safety Policy, Organisation and Arrangements. PRN20/V12.0

Health and Safety At Work etc Act (1974)

Health and Safety Organisation and Arrangements for all Employees

1.0 Regulations

- 1.1 The Company will comply with the requirements of the Health and Safety at Work etc Act (1974) and any other applicable legislation.
- 1.12 As and when we are appointed as 'The Principal Designer' we will comply with our Duties and Responsibilities under the directive of Construction (Design and Management) Regulations 2015 (CDM 2015).
- 1.2 A further (non-exhaustive) list of Regulations that affect Company operations appears as Appendix A.

2.0 Management Responsibilities – Health and Safety

- 2.1 The Company Directors are responsible for ensuring safe working practices and safe workplace. This is achieved through:
 - a. Completing and updating risk assessments on all activities within their control.
 - b. Ensuring that all employees in their area of operation are briefed and fully understand both general and specific aspects of health and safety that affect their jobs. This includes safe systems of work.
 - c. Completion of accident report forms in compliance with the 'Accident Reporting Procedure'.
 - d. Conducting monthly (and other periodic) safety examinations and audits.
 - e. Ensuring only safe operating practices are used in all operations. Be vigilant over significant changes in working practices and/or the working environment that may necessitate a review of risk assessments.

NB Guidelines for implementation of these responsibilities are contained in various JSH safety documents.

- 2.2 The above duties for Directors will be in addition to those responsibilities applicable to all employees.

3.0 All Employees Responsibilities

- 3.1 Employees must read, understand and adhere to the Company Safety Policy, arrangements, procedures and rules.

- 3.2 Always work in accordance with method statements, safe systems of work, permits to work and risk assessments as provided. Use the correct tools/equipment for the job. Be vigilant over significant changes in working practices and/or the working environment that may necessitate a review of risk assessments.
- 3.3 Be responsible for taking care of their own health and safety whilst at work and ensuring that their activities do not adversely affect the health and safety of others.
- 3.4 Set a good personal standard and co-operate with the Company in all matters of health, safety and welfare, also contribute to the prevention of accidents.
- 3.5 Never undertake hazardous operations nor operate any item of equipment unless trained and authorised to do.
- 3.6 Report to the Practice Manager or Director responsible for Health and Safety any defect in equipment or any unsafe method of work and ensure that equipment and premises are left in a safe and secure state. All equipment is to be left in a safe and secure place and condition when unattended.
- 3.7 Ensure that only authorised personnel are permitted to alter or repair tools and/or equipment.
- 3.8 Report to the Practice Manager or Director all situations and incidents which could result in personal injury or damage to people, property, plant, equipment etc. Make suggestions for the elimination of hazards or reduction of risk.
- 3.9 Use any personal protective equipment issued in the correct manner. Never modify or damage Work Clothing and/or Personal Protective Equipment.
- 3.10 Report any injuries or diseases associated with a workplace accident to the Director responsible for Health and Safety. Ensure that an entry is made in the relevant accident reporting book.
- 3.11 Report to a Director any concerns related to the implementation of the Company Health and Safety Policy.

4.0 Control of Substances Hazardous to Health

- 4.1 The Company operates a control system covering all substances used on site in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) (2005) and Chemicals (Hazard Information and Packaging for Supply) Regulations (CLP June 2015).
- 4.2 The Practice Manager is responsible for examining and vetting all incoming substances to ensure that a COSHH risk assessment is performed prior to use.
- 4.3 A Director will ensure that all actions identified within the risk assessments are implemented.
- 4.4 Lists of substances hazardous to health will be displayed in work areas. These lists will indicate the hazards; any protective measures to be taken to prevent harm and what actions should be taken in the event of contamination and/or exposure.
- 4.5 The Practice Manager will ensure that all employees will be made aware of harmful chemicals or substances through adequate induction programmes.

4.6 A COSHH risk assessment proforma is available from the Practice Manager.

5.0 Accident/Incident Reporting (also see Section A8)

5.1 It is the responsibility of all employees to report all accidents/incidents and near-misses to a Director or Practice Manager or, in their absence, to the most senior person.

5.2 It is the responsibility of the Director to raise the prescribed form in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (RIDDOR) when applicable.

6.0 Training

6.1 All employees will receive health and safety induction training as soon as possible after starting employment. This will be performed by the Practice Manager. Job-specific health and safety training, where work activities require it, will be performed (organised) by the Director. Training will also be provided if and when risk changes. Directors have a responsibility to identify training needs and to arrange and monitor training of all employees and others under their control. This will be based on a job-centred training needs analysis.

6.2 Records of all training undertaken will be kept by the Practice Manager.

7.0 Occupational Health and First Aid

7.1 A Director will make himself aware of the general health status (with consent) of all employees. He/she will act accordingly on any case of ill health that causes concern for the health, safety and welfare of either the individual or others.

7.2 All instances of work-related ill health will be recorded in the accident book and where applicable will be reported to the HSE via RIDDOR by a Director.

7.3 The Company shall comply with the requirements of the Health and Safety (First Aid) Regulations (1981) and ensure that sufficient first-aiders are provided, trained and certificated in accordance with the Regulations.

7.4 Also refer to S12, Control of Noise for further health surveillance requirements.

8.0 Fire Safety. The Regulatory Reform (Fire Safety) Order 2005

8.1 Overall responsibility for fire safety rests with a Director.

8.2 Day-to-day fire risk assessment and fire safety management has been delegated to a competent, senior person.

8.3 Fire risk assessments will be completed and any necessary control measures implemented.

8.4 Where fire-fighting equipment is installed (including fire alarms) it will be serviced at least annually. Fire alarms will be tested weekly. Fire evacuation practices will be performed at least annually.

8.5 Each employee will receive appropriate training in firefighting/evacuation on induction with refresher training at appropriate intervals (usually annually).

8.6 Fire wardens have been appointed and will act on behalf of the Company when necessary.

9.0 Plant and Equipment (see also Section A4)

- 9.1 Overall responsibility for the safety and suitability of equipment rests with a Director. All equipment will be tested and maintained (including statutory inspections) in accordance with the Provision and Use of Work Equipment 1998 (PUWER).
- 9.2 The responsibility for day-to-day use and assessment of equipment rests with the Practice Manager.
- 9.3 The Practice Manager is also responsible for the production and management of maintenance schedules/procedures. A Director is responsible for ensuring that all identified maintenance is implemented and successfully completed.

10.0 The Work at Height Regulations (2005) as amended 2007

- 10.1 The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury.
- 10.2 The Regulations place duties on employers, the self-employed and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.
- 10.3 Where work at height is essential, full risk assessments will be performed. A Proforma for the assessment of the work at height is available from the Practice Manager.

11.0 Manual Handling Operations Regulations (1992) as amended 2002

- 11.1 High-risk manual handling of loads will be eliminated where reasonably practicable.
- 11.2 Where this is not possible, a risk assessment will be performed and where appropriate special procedures for manual handling activities will be instigated.
- 11.3 Training will be given where appropriate. Co-ordination for this training will be the responsibility of the Practice Manager.
- 11.4 Manual handling risk assessments will be the responsibility of a Director.

12.0 Control of Noise at Work Regulations (2005)

- 12.1 Where noise cannot be eliminated or reduced by other means, hearing protection will be worn.

Where noise exceeds certain thresholds prescribed within the Regulations, warning signs will indicate these areas. Where these signs are prevalent, hearing protection must be worn at all times. Noise control will need to be checked for efficacy if persons are expected to wear ear defenders for certain aspects of their work.

All employees potentially exposed to noise that could cause harm will be required to have audiometry (hearing) tests. Arrangements for audiometric testing will be the responsibility of Neil Rutherford.

NB This aspect of the health and safety arrangements for employees will only normally be applicable when attending some sites away from the office environment.

13.0 The Control of Asbestos Regulations (2012)

- 13.1 It is the 'duty holders' responsibility within a workplace to:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises and if so, its amount, where it is and what condition it is in;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep up-to-date, a record of the location and condition of the asbestos containing materials – or materials which are presumed to contain asbestos;
- assess the risk of anyone being exposed to fibres from the materials identified;
- prepare a plan that sets out in detail how the risks from these materials will be managed;
- take the necessary steps to put the plan into action;
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

13.2 The responsibility for ensuring all of the above rests with a Director.

14.0 Alcohol, Drugs and Substance Abuse

14.1 Alcohol, drugs and substance abuse can present serious risks to personnel resulting in accidents, damage to property, damage to health and other risks. The Company reserves the right to refuse entry or to remove from site any person suspected of being under the influence of alcohol or drugs. If proven, disciplinary action can result in dismissal. Refer to JSH Drug and Alcohol Policy for greater detail.

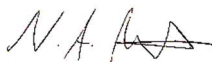
15.0 Procurement

15.1 Items to be purchased must take into account the Health and Safety At Work etc Act (1974), Control of Substances Hazardous to Health Regulations (COSHH) (2005), the Supply of Machinery (Safety (Amendment) Regulations (2005) amended 2008 and any other relevant legislation and safety requirements. Declarations of conformity and technical files should be available to show compliance with CE marking. Overall responsibility for procurement is held jointly by the Directors. Where necessary, the Directors will seek any assistance necessary to ensure compliance with health and safety requirements.

16.0 Review


The Company will periodically review, at least annually, to ensure that it is being adhered to.

Signed: Neil Rutherford



Company Director

Signed: Carl Ambrose



Practice Manager

Date

1st February 2021

Issue date:

1.0	2.0	3.0	4.0	5.0
Jan 2011	Jan 2012	Jan 2013	Jan 2014	Jan 2015

6.0	7.0	8.0	9.0	10.0
Aug 2015	Dec 2015	Dec 2016	Dec 2017	Jan 2019

11.0	12.0	13.0	14.0	15.0
Jan 2020	Feb 2021			

- 6.0 - Amendments and Updates to Riddor Regulations
 - Amendments and Updates to COSHH Regulations
 - Amendments and Updates to Asbestos Regulations
 - Inclusion of CDM Regulations 2015
- 7.0 - Anniversary resign, no other changes
- 8.0 - Anniversary resign, no other changes
- 9.0 - Anniversary resign, no other changes
- 10.0 - Anniversary resign, no other changes

Appendix A

Relevant Legislation (Non-Exhaustive)

A.1 The Management of Health and Safety At Work Regulations (1999)

A.1.1 Risk assessments will be undertaken and procedures prepared for all operations involving significant risk. Procedures and standard formats are available from the Practice Manager.

**A.2 Health and Safety (Consultation with Employees) Regulations (1996).
Safety Representatives and Safety Committees Regulations (1977)**

A.2.1 Employers must consult with their employees or their employees safety representatives on health and safety matters. Employers have to provide health and safety training for employees. Arrangements for training will be carried out by the Practice Manager.

A.3 Workplace (Health Safety and Welfare) Regulations (1992)

A.3.1 The Company will ensure that its workplace meets the health and welfare needs of its employees. Necessary assessments and re-assessments will be performed if and when required under the Regulations. Performa's for these assessments are available from the Practice Manager.

A.4 Provision and Use of Work Equipment Regulations (PUWER) (1998)

A.4.1 The Company will ensure that any work (and lifting) equipment provided is fit for purpose, maintained, inspected and operated by competent persons.

A.4.2 Equipment/machinery hazards will be guarded where practicable. Operators and maintenance personnel will be appropriately and fully trained and the work equipment will be regularly services.

A.4.3 A review of the appropriateness of all work equipment will be performed by a Director whenever necessary and at least annually. Any 'thorough examinations' will be performed by competent persons at relevant periods.

A.4.4 All portable appliances will be inspected for safety at least annually (PAT Tested). Daily visual checks will be performed on all tools and any problems will be reported to a Director immediately. A Director will also assess all damaged work equipment to recommend repair or replacement.

A.5 Personal Protective Equipment Regulations (1992)

A.5.1 Safety equipment and protective clothing will be issued where appropriate. Individuals will be responsible for their own equipment and will report any defects to a Director or Practice Manager. The wearing and use of PPE will be enforced where risk assessment has identified the need for its use. Assessment of PPE needs will be the responsibility of a Director. Day-to-day issue and replacement will be the responsibility of the Company.

A.6 Electricity at Work Regulations (1989)

A.6.1 Only those persons with appropriate technical knowledge and experience (competence) will perform electrical work in the workplace.

A.7 The Health and Safety (First Aid) Regulations (1981) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

A.7.1 First aid equipment and first aid facilities will be made available to all employees. Neil Rutherford is appointed as the person to take charge of first aid provision and of reporting any issue associated with RIDDOR.

A.8 European Directives

A.8.1 The Company will comply with all relevant directives adopted by the Council of Ministers and will comply with all relevant Regulations issued by the British Government in complying with ED directives.

A.9 Further Health and Safety Information

A.9.1 Further health and safety information and guidance is available from the Company's Health and Safety Manual/Folder and via the 'competent person' identified by the Company.

A.10 The Construction (Design and Management) Regulations 2015

A.11 Advice for the Coronavirus Pandemic both in the office environment and for construction workers:

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>