

Health & Safety: Policy & Procedures

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ETC DESIGN LIMITED

SAFETY POLICY STATEMENT

1.0 POLICY IN RELATION TO INDIVIDUAL EMPLOYEES

- 1.1 To provide healthy and safe working conditions for staff of the Company and for the safety of clients or other members of the public who may visit its premises.
- 1.2 To operate this policy in conjunction with the safety policies of the landlord of any property occupied by the Company.
- 1.3 To discharge any responsibility to ensure the health, safety and welfare of staff of the Company through managers, who will also encourage all staff to take reasonable care of their own health and safety and that of other persons who may be affected by their acts of omissions at work, and to cooperate with the Company in meeting statutory duties as required by sections 7 and 8 The Health and Safety Act 1974.
- 1.4 To give adequate information, instruction, training and supervision of staff on all aspects of their work to ensure, as far as reasonably practicable, their health and safety at work included such health surveillance as is appropriate.

The Company will, in entrusting tests to staff, take into account their capabilities as regards health and safety and provide appropriate health and safety training:-

- on their being appointed and
 - periodically thereafter, or
 - on their being exposed to new or increased risk.
- 1.5 To provide, where necessary, protective clothing and equipment and hard hats in accordance with the Construction (Head Protection) Regulations 1989.
 - 1.6 To provide appropriate facilities for first-aid and prompt treatment of injuries and illness at work in accordance with Health and Safety (First Aid) Regulations 1981.
 - 1.7 To report and record all accidents and injuries in accordance with the Reporting of Injuries diseases and Dangerous Occurrences Regulations 1985 and amending Regulations 1989.

2.0 POLICY IN RELATION TO PROFESSIONAL FUNCTIONS

- 2.1 To comply with the requirements of Section 6 of The Health and Safety Act 1974 and the construction (Design and Management) Regulations 1994 that the design and specification of construction, demolition or installation work and the manner of its execution shall be such that safe working conditions are possible for all during the construction phase or after completion.
- 2.2 To obtain from Clients details of existing hazards or safety policies affecting specific construction or demolition projects.
- 2.3 To report observed hazards to health and safety to relevant employer as defined below:-

The employer with responsibility for compliance with Sections 2 and 3 of The Health and Safety Act 1974 is the organisation in operational control of the building(s) or site. This may be the occupier of the building or site (who is called the client when the CDM Regulations apply). The Main or Principal Contractor is responsible for the area(s) of the works which is/are solely in his charge at any period during the building contract. Where buildings, engineering or demolition works are carried out in areas which may also be used by people other than those directly connected with the works then the Main or Principal Contractor and the employer/client will both have operational responsibility.

Section 4 of The Health and Safety Act 1974 places obligations on each person who has, to any extent, control of premises. Such persons are relevant employees of the employer/organisation.

- 2.4 To require clients or contractors to discharge in full their duty of care under The Health and Safety Act 1974 to staff of the Company visiting or out posted to clients property or construction site.

3.0 GENERAL POLICY MATTERS

- 3.1 To issue the Safety Policy together with current Safety Codes of practice noted to all staff and to new staff members and to use further or revised guidance from time to time on safety matters affecting the Company.
- 3.2 To receive proposals from staff of the Practice, jointly or individually, for improving the effectiveness of these providers and policies.
- 3.3 To require staff of the company to comply with Section 2 of this Policy and any relevant guidance published by the Company.
- 3.4 To monitor and revise this policy regularly in respect of working conditions at offices of the Company and its professional functions.

4.0 RISK ASSESSMENT

4.1 The Company, in accordance with the Management of Health and Safety at Work Regulations 1992 and using competent persons, will make suitable and sufficient assessment of all relevant risk or hazards affecting:-

- the health and safety of its employees to which they are exposed whilst they are at work;
- The health and safety of other persons not in its employment arising of or in connection with the conduct of its undertaking.

4.2 The assessment will be recorded and reviewed from time to time or when there is any change to known risks. Where as a result of any such review changes to an assessment are required, the Company will make then and will record:-

- the significant findings of the assessment;
- any ground of employees identified by it as being especially at risk.

Signed I.D. Tompkins

For and behalf of **ETC DESIGN LIMITED**

Date 01-08-13

ETC DESIGN LIMITED

PRACTICE ORGANISATION AND RESPONSIBILITY

1.1 RESPONSIBILITY OF THE PRACTICE

The practice will ensure:

- Compliance with Health and Safety and Works Act 1974; the Workplace (Health and Safety) Regulation 1992; the Fire Precautions Act 1971; and with Safety Code ACPHS5.
- Sufficient Fire (and Safety) Wardens and First Aiders/Appointed Persons are appointed, trained and their names and responsibilities published.
- Offices are laid out, cleaned and kept in good repair to ensure safety of staff and visitors.
- Office machinery is safe, properly maintained, fitted with any necessary guards of safety devices, and that staff required to use such machinery are trained in its use and are not permitted to carry out repair without authority.
- A health and safety plan is prepared for all construction, maintenance and repair works at the Company offices, where CDM Regulations apply.
- Electrical equipment and systems in the premises are properly maintained and comply with the Electricity at Work Act 1989.
- Pressurised plant and water heating systems and boilers are properly maintained; boilers, air receivers and steam receivers, as defined, have statutory inspections by an insurance engineer and that copies of his certificates are available for reference;
- arrangements are made to prevent the growth of micro-organisms on air conditioning or ventilation systems.
- Revise this Policy Statement and Safety Codes as often as may be appropriate to take into account changes in the law affecting the company's operations, or changes in the organisation and for arrangement for carrying out this Policy.
- Undertake formal audit of its Health and Safety procedures on an annual basis through the Company Management Team.

1.2 DUTIES AND RESPONSIBILITIES OF THE MANAGING DIRECTOR

These are to:-

- Take overall responsibility for the health and safety of staff;
- Ensure that sufficient resources are provided to meet health and safety needs;
- Ensure that adequate channels of communication are maintained within the company so that information concerning Health and Safety brought up by any employee is directed to the appropriate member of management.
- Take the executive responsibility for implementing and supervising the Safety Policy and its procedures, including risk assessments;
- Ensure all members of the firm cooperate in meeting the aims of the Policy;
- Ensure sufficient training is provided to allow staff to enable them to fulfill their duties in accordance with the Policy;
- Ensure that particular consideration is given to the safety of female staff who are sent out from the office unaccompanied;
- Take appropriate disciplinary action in the event of any breach of or refusal to comply with statutory (or Company) safety regulations or the Policy of the Practice;
- Ensure new employees are issued a copy of the Policy and Codes and are given adequate safety training;
- Set a personal example in all aspects of health and safety.
- Arrange for regular review and update of the company's Safety Policy, taking into account any new legislation, including as appropriate consultations with all staff in respect of Health and Safety matter.

1.3 RESPONSIBILITY OF DIRECTORS

These are to:-

- Continually appraise the effectiveness of the Safety Policy and ensure that any necessary changes are made so that the policy is maintained in line with the Company's development and will liaise closely with the Managing Director and Line Managers (as named) to ensure that the objectives of the Company's Safety Policy are being met and that all necessary support is given to enable employees (working for the Director) to implement all aspects of the Company's Safety Policy.
- Ensure that any information concerning Health and Safety is communicated to all employees on the Company premises or on construction sites and that any safety matter brought up by any employee is investigated and necessary action taken.

- Inform the Managing Director immediately of non compliance or Company Safety Policy by employees working for the Company.
- Ensure the employees report to the Company Secretary any accident, however minor.
- Set a personal example to their employees and Clients in all aspects of Health and Safety.

1.4 RESPONSIBILITY OF STAFF

Members of staff must:-

Take care of themselves and others who may be affected by their acts or omissions at work.

Ensure that staff under their control have received a copy of the Company Safety Policy and Codes and understand their obligations as members of staff and under the Act.

Report any accidents/injuries occurring at works or on site (however minor) to Company Secretary. All such accidents/injuries must be recorded in the Accident Book.

Set a personal example to their colleagues and clients in all aspects of health and safety.

Where a conflict of opinion arises in relation to Health and Safety, the matter should be reviewed with your Project Director or Associate as appropriate.

1.5 BASIC SAFETY RULES FOR THE OFFICE

There are:-

- Ensure electrical plugs are safely and correctly wired, and place telephone and electricity cables where they cannot trip anyone.
- Do not overload socket outlets with adapters and multiple plugs.
- Switch off electrical machines after use or at the end of the day unless otherwise instructed.
- Report defective or faulty office equipment to the Director in charge of equipment - untrained staff must not attempt repairs.
- Escape routes (in case of fire), stairways, passageways and space between desks must be kept free of all obstructions.
- Report potential hazards such as loose or frayed carpet tiles to the Premises Director.
- Open one filing cabinet draws one at a time, close filing cabinets and desk draws after use.
- Do not run on stairs or read whilst walking in the office or using the stairs.
- Do not use sharp knives for opening letters.

- Do not dispose of broken glass or cigarette ash in wastepaper baskets.
- Due care and attention to be given to disposal of razor blades and scalpel blades into wastepaper bins taking into account manual disposal of waste.
- Notify the Premises Director of any alterations to the general layout of work spaces and furniture which might invalidate the existing fire certificate (means of escape).

ORGANISATION FOR HEALTH AND SAFETY

ETC

Subject	Detail	Responsible Person/Appointment
Policy	Implementation, resources, compliance, revision/distribution	I. D. Tompkins
Safety Audits	Hazards to staff and others at work place and site	I.D. Tompkins
Training	H & S at work place CDM Regulations	I.D. Tompkins
Fire	Precautions, equipment (including maintenance), fire drills, evacuations, bomb warnings, fire precautions register, fire certification (see premises)	Landlord
First Aid	Names of Appointed Persons First Aid Kits Portable First Aid Kits	I.D. Tompkins
Accident Reporting Illness Occupational Health	Reports and records	I.D. Tompkins
Premises	Purchase (including specification) maintenance and repair	I.D. Tompkins
Quality Assurance	Safety audits	I.D. Tompkins
Personnel	Record, skills, experience, training	I.D. Tompkins

ETC DESIGN LIMITED

PROJECT DESIGN AND CONSTRUCTION

2.1 INTRODUCTION

The Company fully endorses the aims and objectives of the Construction (Design and Management) Regulations 1984 in terms of:-

- Managing risks arising from the design affecting users of the completed facilities.
- Assessing the risk during construction and maintenance.

2.2 RESPONSIBILITIES OF THE CLIENT

All Project Directors/Project Leaders must notify Clients or Agents of their duties under the CDM Regulations and the need to appoint a Planning Supervisor.

The duties of the Client, or his agent, under the CDM Regulations may be summarised as follows:-

- To appoint a Planning Supervisor.
- To provide information in the possession of the Client relevant to Health and Safety aspects of the project to the Planning Supervisor.
- To appoint a Principal Contractor.
- To ensure those appointed are competent and adequately resource to carry out their Health and Safety responsibilities.
- To ensure suitable Health and Safety Plan has been prepared by the Principal Contractor before construction work starts; and
- To ensure the Health and Safety File (received at Company Completion) is kept available for use.

2.3 RESPONSIBILITIES OF THE PLANNING SUPERVISOR

- The duties of the Planning Supervisor under the CDM Regulations are:-
- To ensure HSE is notified of the project;
- To ensure cooperation between designers;
- To ensure a pre-tender stage Health and Safety Plan is prepared;
- To advise client when requested to do so; and
- To ensure a Health and Safety File is prepared and passed to the Client at Practical Completion.

The duties of the Planning Supervisor under his agreement with the Client may also include:-

- The preparation and maintenance of the Health and Safety File and preparation of the pre-tender Health and Safety File;
- Identification and/or appraisal of hazards arising from the Client's use of the buildings.
- Identification of any surveys required in the context of the Health and Safety Plan.

2.4 RESPONSIBILITIES OF DESIGNERS UNDER THE CDM REGULATIONS

~~Who~~ Designer means the Company, not individuals.

Designers must make the Client aware of his duties and in accordance with CDM Regulation 13(2), every designer shall:-

- ~~(a)~~ Ensure that any design he prepares and which he is aware will be used for the purposes of the construction work includes among the design considerations adequate regard to the need,
 - (i) To avoid foreseeable risk to the health and safety of any person at work carrying out construction work or cleaning works in or on the structure at any time, or of any person who may be affected by the work of such a person at work,
 - (ii) To combat at source risks to the health and safety of any person at work carrying out construction work or cleaning work in or on the structure at any time, or of any person who may be affected by the work of such a person at work, and
 - (iii) To give priority to measures which will protect all persons at work who may carry out construction work or cleaning work at any time and all persons who may be affected by the work of such persons at work over measures which only protect each person carrying out such work;
- (b) Ensure that the design includes adequate information about any aspect of the project or structure or materials (including articles or

substances) which might affect the health and safety or any person at work carrying out construction work or cleaning work in or on the structure at any time, or of any person who may be affected by the work of such a person at work, and

- (c) Cooperate with the Planning Supervisor and with any other designer who is preparing any design in connection with the same project or structure so far as is necessary to enable each of them to comply with the requirements and prohibitions placed on him in relation to the project by or under the relevant statutory provisions

CDM Regulation 13 (3) states:-

Sub-paragraphs (a) and (b) require the design to include only the matters referred to thereon to the extent that it is reasonable to expect the designer to address them at the time the design is prepared and to the extent that it otherwise reasonably practicable to do so

2.5 RISK CONTROL

Identification and control of risk to Health and Safety is a continuous activity to be taken into account with other factors when making design decisions. It is also to be subject to formal review at the end of each work stage.

Formal review will be undertaken in the form of Risk Assessments and will be coordinated by the Project Engineer.

Risk assessments must be signed by the Project Engineer prior to issue.

The General principles of hazard identification and assessment involve:-

- Listing the processes, tasks or work activities;
- Identification of potential hazards(s);
- Assessment of each risk in terms of likely frequency and seriousness.

If the hazard cannot be eliminated, follow the hierarchy of risk control:-

- Alter the design to prevent or remove the hazard, but if that is not reasonably practicable;
- Combat the risk at source, e.g. provide lifting attachments if appropriate; only then.
- Consider personal protection e.g. harnesses or respirators, or special training, or access limitation.

2.6 IMPLEMENTATION

To Company when appointed as a designer to a project will discharge, as far as is reasonably practicable, its obligations:-

- (a) To ensure design decisions affecting health and safety during construction works are made following assessment of the risks arising under the CDM Regulations, by:-

- Applying the principles of the Approved Code of Practice published by HE;
- Following the guidance in ~~Designing~~ Designing for Health and Safety in Construction published by HSE;
- Allocating members of staff with the necessary competence to undertake specific design tasks;
- Providing appropriate training to members of staff;
- Developing and regularly reviewing relevant office systems and keeping records of all risk assessments;
- Maintaining a CDM library as source of safety information;
- Monitoring, as part of quality assurances audit procedures, compliance with the Company Safety Policy Statement and Safety Codes.

(b) To ensure that a design and specification meets the requirements of Section 6 of the Act, by:-

- Complying with appropriate Acts of Parliament and subordinate legislation, e.g. the Building Act 1984, Factories Act 1961, Building Regulations 1991 (S1 No. 2768) Electricity at Work Regulations 1989 (S1 No. 635), Construction (General Provisions) Regulations 1961 (S1 No. 1580) and Construction (Working Places) Regulations 1966 (S1 No. 94);

- Comply with guidance applicable to specifically industrial, sector or substances published by HSE;
- Specifying installations, plant, equipment and materials which comply with relevant British Standards and Codes of Practice (Subject to EC directives);
- Where BS Codes of Practice do not exist, using authoritative sources of information e.g. IEE Wiring Regulations, CIBSE Guides, Agreement Certificates, Approved Documents, etc.;
- Consulting the HSE Inspectorate in cases where guidance is not available or not clear.

(c) To advise the Client if the obligations under the agreement with the Client conflict with the obligation of the Company under the CDM Regulations.

ETC DESIGN LIMITED

SITE VISITS

3.1 INTRODUCTION

When you are making an official visit to other premises or working away from the office for instance, at the offices of a client, or another consultant or on the construction site, the health and safety of the Company staff is the responsibility of the person or firm or contractor controlling that place.

Nevertheless, the Company as your employer, is not absolved from its responsibility but can only discharge its duty of care with your cooperation.

Your compliance with the following guidelines will help with the achievement of the principal aims of ensuring your safety, and the safety of others.

3.2 TIME AND LOCATION OF VISIT

If you intend to be out of the office for any reason you must enter the precise detail of time and location into your desk diary as well as notifying the Senior Secretary at the studio level. It is in your interest that you telephone someone at the office if your arrangements change, so that your whereabouts are known.

3.3 ALL PERSONNEL

All personnel should take special care when visiting sites, inspecting properties unaccompanied, leaving offices or attending appointments after dark and should remain on guard when travelling in public transport late at night or in remote places. They should be wary of escorting strangers around empty properties by themselves.

3.4 PERMISSION TO VISIT SITE

Do not enter sites or buildings without permission.

On construction sites, the contractor is responsible for the safety of persons lawfully in the site. Report to him on arrival and when you leave.

If visiting occupied buildings, make prior arrangements with the person in charge and report on arrival to the responsible member of staff in the area or department being visited and on leaving.

Always seek assistance from others on the site when your safety is at risk.

Do not visit a site or an empty building or unfrequented spaces (e.g. ducts) in existing building on your own without permission. Make sure someone knows where you are, when you are doing and report back at an agreed time. Establish an action plan in case of non-appearance after an agreed time.

3.5 PLANNING A SITE VISIT

Plan the visit and make sure that you take appropriate equipment and protective clothing. Apart from taking stout shoes and a hart hat, remember that unoccupied buildings can be dirty, damp, cold and dark, so go prepared.

You must familiarise yourself with all safe working rules applicable to the site or place being visited and comply with them. Such rules could cover access and egress, the wearing of safety helmets, safety harnesses, eye protection, ear protection, footwear and clothing, special precautions in area of particular hazard, reporting your presence on site etc. When conducting third parties on construction sites, you must ensure that they always wear hard heats and are wearing appropriate protective clothing. Consider the need for wearing high visibility waistcoats.

Where Contractor has not installed formal first aid provision on site, obtain portable First Aid Kit front Reception prior to visiting site.

Use of portable First Aid Kit materials must be immediately reported to First Aider/Approved Person upon return to the office to ensure replacement of materials used.

3.6 SAFETY RULES

Staff must not put themselves or others at risk whatever pressures are extorted on them by a contractor or others and irrespective of the effect their action may have. You should draw attention to risk or hazards that appear to the gone unnoticed.

When you visit any construction sites or are surveying or inspecting premises:-

- Wear a hard hat, suitable clothes and stout shoes or boots with toe caps; do not wear thin soled or slippery shoes; avoid loose clothes which might catch on obstructions;
- Familiarise yourself beforehand with the plan of the building, particularly the exit routes, make sure that security devices on exits will allow you to reach safety quickly;
- Check on protection when approaching stairwells, balustrading, lift shafts, roof perimeters, etc.; do not use lifts; beware of ladders with rusty or rotten rungs, and never climb a ladder which is not securely fixed at the top.
- Ensure that there are toe boards to each lift of scaffolding, scaffold plates and that plant hoists are correctly protected.
- Check that planks are secure; beware of overhead projections, scaffolding and plant, and proceed with caution;
- Keep clear of excavations; walk over the structural members (e.g. joists, beams, etc.) whenever possible - do not rely on floorboards alone; look for defects in floors ahead, e.g. wet areas, holes, materials that might cover holes; do not lean on guard rails or roof lights;
- Do not touch any plant or equipment; keep clear of machinery and stacked materials; watch out for temporary cables, pumps, hoses and electric fittings;

- Assume that services (e.g. cables, sockets, pipes etc.) are not safe or have not been isolated;
- Leave the building immediately if you suspect the presence of gas, flammable liquids, dangerous, chemicals or free asbestos fibre.
- The particular care in windy, cold, frost, wet or muddy conditions;
- Do not walk and look around at the same time; keep one hand free at all times when moving; make sure that you are in a safe and balanced position whenever making notes or taking photographs; do not become distracted while climbing ladders.

3.7 UNOCCUPIED SITE OR BUILDING

If the building or site is unoccupied, staff need to anticipate hazards. Do not take chances. Do not visit an empty building if you think it is unsafe. Do not visit an unoccupied site if the think it is dangerous. Ensure that you have notified the office if you intend to visit an unoccupied building and you estimated time of return. Obtain one of the Company's portable first aid kits and any necessary safety equipment required for your visit prior to leaving the office.

Use of portable First Aid Kit materials must be immediately reported to First Aider/Appointed Person upon return to the office to ensure replacement of materials used.

Common dangers of unoccupied sites or buildings include:

- Rotten or insecure floors and stairs;
- Unsupported excavations and trenches;
- Hidden pits, ducts, openings, etc.;
- Fragile construction, e.g. asbestos or plastic sheets on roofs;
- Space which has not been used or ventilated for some time.
- Contamination by chemicals or asbestos;
- Intruders who may still be around;
- Contamination by vermin or birds, or poisons put down to control them;
- Live services.

3.8 STRUCTURAL COLLAPSE

If you discover a partial or total structural collapse, immediately notify the Director in charge of the project and confirm necessary action with the Client/Owner i.e.:

Contact the HSE and/or the Local Authority Building Control Officer;

Contact the police where the public may be affected;

Display of appropriate hazard notices.

3.9 ACCIDENTS

If you have an accident or near miss on sites or buildings where the Company is carrying out professional services, proceed in accordance with the guidance in Safety Codes ACPHS4.

Building operations and works of engineering construction, both on Crown and other sites, are by definition factories under the Factories Act 1961, so the HSE Inspectorate have major powers on all sites. The HSE may delegate the duties of the enforcing authority to the appropriate Local Authority.

3.10 HAZARDOUS ACTIVITIES

If you observe any apparent or potentially unsafe or hazardous procedure on a construction site, you have a duty to report this to the Contract Administration (or Employer's Agent) or the Clerk of Works, or if these are not available, to the site agent or person responsible for the place. All such reports should be noted and, in the case of a construction site, recorded at the next site meeting.

In the case of any dangerous, or potentially dangerous, site activity, the Contractor or person responsible must be advised to cease carrying out that particular activity which contravened the Health and Safety at Work Act and to continue only in the manner which does accord with the Act. Notify the contractor in writing with copy to the Contract Administration (or Employer's Agent) or the Clerk of Works or Site Agent and the Project Planning Supervisor.

It should be emphasised that failure to deal adequately with the danger will be notified to the HSE Inspectorate. If in doubt as to whether a situation is dangerous or not, err on the side of safety and contact the local HSE Inspector for advice.

3.11 UNSAFE PRACTICES

It is not for you to act as a safety officer for contractors or others but informed professionals have a duty and a legal responsibility to prevent, so far as reasonably practicable, a contractor or others from carrying out unsafe practices and placing staff or visitors in jeopardy.

If you encounter difficulties or are unable to deal with a situation, immediately notify the Project Director and seek the advice of the HSE at the local office.

ETC DESIGN LIMITED

MISCELLANEOUS PROCEDURES

4.1 ACCIDENTS/INJURIES OCCURRING WITHIN COMPANY PREMISES

Located in the main office is a First Aid Kit solely for use by Company First Aiders/Appointed Person.

In an emergency First Aider/Appointed Person will determine the necessary action to deal with the situation (i.e. attend to situation in situ, referral to hospital, request assistance from Emergency Service etc.)

Should a member of staff require first aid for a minor cut or sprain etc., contact First Aider/Appointed Person.

The use of materials from a First Aid Kit without permission of First Aider/Appointed Person will be deemed a serious breach of conduct.

Please note that under Company Law the Company is not able to dispense medicines or ointments to the third party.

4.2 ACCIDENT REPORTING

Any incident which results in injury to any person or damage to any equipment or property affecting or involving the Company and its staff and all accidents in the Company premises must be reported to the Company Secretary who will record the incident. On the spot collection of factual information (location, witnesses, measurement, parties involved, police and fire brigade services, hospital, photographs (where possible) will be the responsibility of the Company Secretary.

Any accident on the construction site must be reported immediately to the relevant person in charge of the site and to the Company Secretary.

In the event of a serious accident on a public site, the public sector manager may be required to report the matter to their authority. The relevant manager should be therefore advised of the facts.

Some incidents must also be reported to the HSE, refer to schedule of ~~R~~Reporting Injuries and Dangerous Occurrences+

4.3 ILLNESS

All members of staff should consult their GP before returning to work after a period of illness involving an infectious disease.

No person should return to work before the expiry of any certificate relating to any illness or injury without first consulting their GP.

Any person who contracts an infectious disease must report their condition to the Company Secretary so that any necessary precautions to protect others can be taken.

Certain infectious diseases and medical conditions must be reported to the HSE by the Company. These include various types of poisoning, various

cancers and other conditions which can be caused through occupational hazards.

Staff should be aware that certain prescribed drugs and medicine can impair performance and judgment.

Staff equipped with heart pacemakers or similar medical equipment should observe any safety precautions of which they have been advised, in particular connection with electrical distribution equipment or equipment emitting or likely to emit radio waves.

4.4 OCCUPATIONAL HEALTH

All members of staff are expected to have regard to the maintenance of their own physical and mental well-being in the conduct of their business and personal lives.

Excessive stress in personal or business life can impair performance and lead to illness. Any member of the firm who considers they are suffering from excessive stress, for whatever reason, should consult a Director on the first instance, who will treat the matter confidentially.

4.5 DRIVING

All personnel driving in the course of their employment or driving vehicles supplied by the firm must:-

- Ensure that the vehicle is serviced, maintained and operated in accordance with the manufacturer's guidelines. If the condition of a firm's vehicle is in doubt advise of a garage should be sought;
- Be in possession of a valid UK driving license. This must be checked by the Company every year and endorsements notified to the insurers (for Company vehicles);
- Ask their GP if any prescribed medication will affect their driving ability and if so they must refrain from driving;
- Refrain from using telephones whilst driving unless fitted with hands free mechanism. Even when fitted with hands free mechanism, due care and attention must be given.
- Wear glasses or lenses if prescribed for this activity.

Personnel must avoid over the counter medication such as anti-depressants, antihistamines for hay fever, nettle rash, asthma, eczema, or travel sickness preparations or cough and cold remedies which can adversely affect driving.

Personnel must not drink and drive. If entertaining choose non or very low alcohol content beverages or use public transport.

Personnel must:-

- Check tyre pressures and visual condition (cuts or obvious damage, especially the tyre walls);
- Check seat belts, which must be working and in good order and worn by all vehicle occupants where provided;

- Check operation of brake, horn, lights, indicators and steering;
- Beware of unmetalled roads and soft grounds on sites, where possible parking off site (not in an area of causing an obstruction to highway or site traffic);
- Adjust driving techniques to suit weather and traffic conditions.

A fire extinguisher (dry powder) and a first aid kit must be provided for company vehicles.

Employees driving on business of the Company in a vehicle not supplied by the Company, must have full comprehensive insurance cover to cover the employee in the course of his employment and any other persons travelling with him.

4.6 HAZARDOUS SUBSTANCES

When any potentially hazardous substances are used at work, the Control of Substances Hazardous to Health Regulations (COSHH) require a register to be kept listing such risks and warning notices to be posted adjacent to site and equipment using hazardous materials or substances.

All chemicals must be sorted in suitable containers bearing the approved safety signage and directions. In the absence of such information, or in case of doubt, the chemical should be disposed of by an authorised agent. It is dangerous to top up one bottle from another, since someone may have already stored another chemical in the bottle which might cause a reaction.

If an incident does occur:

- Ventilate the area;
- Evacuate staff;
- Summon emergency services if necessary;
- Ensure a full written report is prepared without delay and submitted to the Managing Director.

The most hazardous materials are likely to be cleaning chemicals. The basic precaution is to avoid mixing any two cleaners which are incompatible, such as powder and acid cleaners, liquid bleaches and powder bleaches. In both cases, toxic gases can be produced. Protective gloves and in some cases goggles must be worn when handling the chemicals.

Chemical used by staff might include duplicating fluids, glues and solvents and reprographic chemicals. In all such cases, adequate ventilation needs to be available when these materials are used. The warning labels, if any, must be carefully studied and the precautions on them followed. Some of these materials may be flammable and the appropriate precautions, such as prohibition of smoking, should be taken.

Changing of ammonia bottles for print machines to only be undertaken by trained staff (refer to ACPHS1 - Organisation for Health and Safety) utilising respirator and goggles in accordance with manufacturers/suppliers recommendations.

4.7 VISUAL DISPLAY UNITS (VDU)

The Company will coordinate a periodic Risk Assessment of all VDU work stations in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Risk Assessment will assess each work station for health and comfort criteria as follows:-

The VDU screen should be positioned to avoid unnecessary reflections on it.

Brightness should be variable, image should be steady and characters should be clear.

The chair should be correctly adjusted for height and back support and in good condition.

The total time an operator works at a VDU should be restricted to 6 hours per day with pauses of 5-10 minutes every 2 hours in periods of continuous use. Short, frequent intervals are more beneficial than infrequent ones. Work should be arranged so that it is interspersed with other tasks.

VDU operators should have their eyes tested at yearly intervals. Spectacle wearers should consult their optician.

People who suffer from epilepsy or associated illnesses should see their own medical advisor before operating VDUs.

Discomfort or illness associated with VDUs must be reported to a Director.

4.8 MANUAL HANDLING OF LOADS

The Manual Handling Operations Regulations 1992 apply.

No one should attempt to lift a load which is beyond their capacity. People with back problems should not attempt any lifting.

The following key points should be taken into account:-

- Look out for splinters, nails, wire and other protruding sharp surfaces.
- Size up the job, remove obstructions.
- Make sure there is a clear space where the load has to be set down.
- Ensure that you can see over the load when carrying it.
- Stand close to the object with feet 8-12 inches apart, one foot in advance of the other.
- Prepare to lift, bend the knees into a crouch position with a straight back (the back can be inclined but do not bend your back).
- Pull the chin in and avoid dropping the head forward.

- A good grip is required, preferably one hand around the front of the load and other hand underneath to prevent the load slipping forward or down.
- Pull the object close to the chest, it is easier to handle and there is less chance of it slipping.
- A smooth easy lift is required to complete the exercise. Avoid sudden lift or jerk as this could result in a back injury.

Assess the maximum weights which should be lifted manually by reference to the table below. If in doubt, err on the side of safety.

Load Level	Men	Women	Action
Less than	16kg (35 lbs)	11kg (24 lbs)	No special action
	16-34kg (35-74 lbs)	23kg (52 lbs)	Identify individuals able to hand such weights.
	34-55 kg (75-120 lbs) supervised,	38 kg (84 lbs)	Effectively selected and trained individuals or mechanical handling.
More than	55 kg (120 lbs)	38 kg (84 lbs)	Normally mechanical handling or selective recruitment and training can
			NB: very few people regularly lift such a weight.

CHECKLIST		REPORTING INJURIES, DISEASES AND DANGEROUS OCCURRENCES
1	The Regulations	<p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 as amended by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1989 may require reports to HSE. The regulations include guidance on the following:</p> <ul style="list-style-type: none"> • Notification of fatalities, major injury and dangerous occurrences. • Accidents causing more than three days incapacity for work. • Definition of dangerous occurrences (with particular reference to medical constructional hazards). • Certain work related diseases. • Persons responsible for notifications and record keeping.
2.	Major Injuries or Conditions	<ul style="list-style-type: none"> • Fracture of the skull, spine or pelvis. • Fracture of any bone, a bone on the arm or wrist, but not a bone on the hand; a bone in the leg or ankle but not a bone in the foot. Amputation of a hand or foot; a finger, thumb or toe, or any part thereof of the joint or bone is completely severed. • The loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye. • Injuries (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electrical shock from any electrical circuit or equipment, whether or not due to erect contact. • Loss of consciousness resulting from lack of oxygen. • Decompression sickness (unless suffered during an operation which the Diving Operations at Work Regulation 1981 apply) requiring immediate medical treatment. • Either acute illness requiring treatment, or loss of consciousness, resulting in either case from absorption of any substance by inhalation, ingestion or through the skin. • Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material. • Any other injury which results in the person injured being admitted immediately to hospital for more the 24 hours.
3	Dangerous Occurrences	<p>(The following simplified list is given as a guide only. Additional dangerous occurrences are reportable where occurring in mines, quarried or on railways).</p> <ul style="list-style-type: none"> • Collapse, overturning or failure of lifting appliance. • Explosion, collapse or bursting of pressure vessel. • Electrical short circuit or over-loading resulting in work stopped more than 24 hours. • Explosion of fire resulting in work stopped more than

		<p>24 hours.</p> <ul style="list-style-type: none">• Uncontrolled release of one tonne or more of highly flammable liquid.• Collapse of scaffold more than 5 metres high.• Unintentional collapse of building or structure under construction or demolition of any building used as a place of work.• Accidental release of dangerous substances or pathogens.• Unintentional ignition of explosives.• Failure of freight container during lifting operations.• Bursting of a pipeline or ignition of contents.• Accidents involving road tankers conveying dangerous substances.• Accidents involving vehicles covering dangerous substances.• Failure of breathing apparatus.• Incidents involving overhead electrical lines over 200 volts.• Collisions between locomotives or trains and vehicles at work place.
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ETC DESIGN LIMITED

FIRE PRECAUTION

5.1 LEGISLATION

The Company through the Director (Premises) will ensure that the Company premises comply to the following legislation:

The Fire Precautions Act 1971.

The fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1976.

The Fire Precautions (non-Certified Factory, Office, Shop and Railway Premises) Regulations 1976.

The Health and Safety At Work etc. Act 1974.

5.2 FIRE CERTIFICATION

Director (Premises) will ensure that the premises are in accordance with the Certificate as to Safe Means of Escape in Case of Fire.

5.3 FIRE PRECAUTIONS REGISTER

The Director (Premises) should maintain a Register of Fire Precautions filing details of checks on equipment, systems and fire drills.

5.4 INSPECTIONS ABOUT MAINS OF ESCAPE

All staff are required to read and familiarise themselves with the instructions displaying on each floor by the stairwells. Under no circumstances should they ignore a fire alarm signal.

No person should obstruct a mean of escape. Fire exit routes never be obstructed or fire door edged open.

5.5 FIRE EVACUATION PROCEDURES AND PRACTICES

A fire practice will be undertaken at least twice in every period of 12 months coordinated by the Director (Premises).

Staff will be trained in the action to be taken in the event of a fire under the direction of the Director (Premises).

Certain persons (Associates) should be designated as fire wardens, with the following duties:

- To familiarise themselves with the location and operation of fire fighting equipment on their studio level and with the escape routes from that area;
- To advise staff within their area of fire precautions and equipment as necessary;

- To keep alert to any potential fire hazards within their studio levels, e.g. build up of waste obstruction of escape routes, and to take necessary action to remove the hazard;
- In the event of any evacuation of their studio level, to carry out a rapid but thorough check of their area, to ensure it is clear of people therefore they themselves leave, and to report the completion of the search to the designated control outside the building.

Generally, fire fighting operations must be abandoned if:

The means of escape is threatened;

The fire is out of control;

The extinguisher is exhausted.

5.6 FIRE PROTECTION SYSTEMS

System Records

Details of all maintenance, testing or alterations to fire protection systems will be recorded in the Fire Precautions Register by the Director (Premises). In the case of fire alarms, details of the causes of all alarms (genuine, practice or test), faults which develop, periods of disconnection, and any further action required will also be recorded in the Register.

Fire Alarms

The fire warning system should be checked periodically in accordance with the requirements of the Certificate as to Safe Means of Escape in Case of Fire; additionally, a different call point (following a set sequence) will be activated each week.

Up to date drawings and operating instructions are kept adjacent to the control equipment.

Emergency Lighting

The installation will be tested every six months, with a full discharge test once a year. Periodic visual checks of the system should be made by or on behalf of the Director (Premises).

Fire Fighting Equipment

Number and type of fire extinguishers to be maintained as specified in the Certificate as to Safe Means of Escape in Case of Fire.

The purpose of portable fire fighting Equipment is as follows:-

- To extinguish minor fires;
- To protect means of escape as a priority;
- To protect employees and visitors;
- To protect property.

Fire extinguishers will be serviced at the manufacturer's specified intervals by a specialised company appointed by the Director (Premises) and record of such servicing kept in the Fire Precautions Register.

5.7 BOMBS AND BOMB WARNINGS

Suspect Letter or Package

- Do not tamper with it. Place it in a protective container if available, but otherwise leave it alone.
- Evacuate the premises and adjacent office, and allow no one back into the premises other than specialist disposal personnel.
- Inform receptionist and a Director immediately. They will summon the Police and other assistance.

Bomb Warning on the Telephone

- Keep calm.
- Notify a Director without delay.
- At the same time, attempt to keep the caller talking and note down as much information as possible about both the suspect bomb and the caller, as follows:

Where is the bomb?
What time will it go off?
What does it look like?
What kind of bomb is it?
Why are you doing it?

- The person receiving the call should also try and assess the following:

The Caller	-	Is it a man, woman or child?
The Speech	-	Is it intoxicated, rambling or irrational?
	-	Has it a distinctive accent?
	-	Was the caller laughing?
	-	Did the caller have a speech impediment?
Distractions	-	Is the call from a public call box or private phone?
	-	Is there background noise, such as a train, aeroplane, traffic or possibly conversation and loud music that may indicate a public house or other place of entertainment?

- Keep the caller talking for as long as possible. Do not replace the telephone handset, keep the line open even when the caller has rung off.

On receipt of a bomb warning switch off all radios and disconnect batteries.

- Director should immediately inform Fire Wardens (Associates) and nominated contacts throughout the building.

- Fire Wardens (Associates) should institute and supervise searches within office areas, plan and service area, common parts, exist routes and the Assembly Area.
- Everyone should stay within their studio area and await instructions from the Fire Warden (Associate) allocated to this area.

If the building has to be fully or partially evacuated, instructions, including the exit routes and Assembly Area to be used, will be passed via Fire Wardens.

Everyone should then quickly but quietly make their way outside the building, along the exit routes to the Assembly Area given, to answer the roll call and await instruction.

Staff are to keep clear or large areas of glass.