

## **HEALTH, SAFETY & WELFARE POLICY STATEMENT**

### **1 GENERAL POLICY**

- 1.1 Clark Degnan Limited seeks to conduct the practice in such a way as to minimise the risks of the safety and health of everyone concerned. We consider that all accidents and incidents causing or having the potential to cause injury or damage are avoidable and that the achievement of safe working requires the active co-operation of all.

Our Directors are responsible for ensuring the Health & Safety Policy is implemented.

### **2 ORGANISATION**

- 2.1 Overall responsibility for the implementation of the policy rests with the Directors, but all staff carry responsibility for safe practices within the limits of their functions and are accordingly expected to take reasonable care for the health and safety of themselves and of others affected by their acts or omissions at work.

### **3 ARRANGEMENTS TO MAKE THE POLICY EFFECTIVE**

- 3.1 The Directors carry the major responsibility for employee safety, health and welfare at work and must, therefore, make decisions to give instructions on any action to be taken. The Health & Safety at Work Act 1974 clearly defines the contribution all employees are required to make by the exercise of care in all their actions. The attention of the Directors should be brought to any hazard or practice which is outside of the capability of the individual to rectify. Safety matters of a more general nature should be raised during the regular meetings.

Recognition of the HSE Sector Priorities for Construction shall be considered within all activities.

### **4 FIRE PREVENTION**

- 4.1 The awareness of the danger from fire is important and staff must familiarise themselves with the "Procedure in Case of Fire" notices displayed in the office.
- 4.2 The means of escape in case of fire procedure will be tested and reviewed on an annual basis.

### **5 ACCIDENT INVESTIGATION**

- 5.1 All actual and potential lost time accidents will be investigated by the Directors to establish causes with a view of preventing a recurrence.

### **6 HOUSEKEEPING**

- 6.1 Good housekeeping is an important facet of an accident prevention policy and, whilst the Directors can provide the lead, the co-operation of all is necessary if acceptable standards are to be maintained.

## 7 VISITORS

- 7.1 Visitors to the premises must always be in the control of resident staff, who are responsible for their conduct and safety.

## 8 SITE SAFETY

- 8.1 Safety and protective equipment and clothing, etc. is available for use by all staff. Staff are instructed to use and wear safety and protective equipment as appropriate to the site circumstances and in accordance with the Health & Safety Regulations.
- 8.2 On visiting any building site (including demolition) all staff are instructed to report to the person in charge of the site and to comply with the main contractor's health and safety procedures while on site.
- 8.3 Staff are instructed not to enter a building site where there are excessive risks to their own safety and are expected to inform the main contractor as to the nature of such risks.

## 9 SURVEYS

- 9.1 See also Clause 8.1.
- 9.2 Staff are instructed not to enter buildings or parts of buildings where the risk of personal injury is, or appears to be, excessive. Staff should not enter lifts or other automatically enclosed spaces in unoccupied buildings without the knowledge of a colleague.
- 9.3 Where access to parts of buildings necessitates the use of long ladders (eg over 3 m) scaffolding, cradles or other temporary access equipment, arrangements are to be made with specialists with the approval of the Client.
- 9.4 Staff are instructed to comply with the occupier Health & Safety Policy, if any, whilst on the premises.
- 9.5 On discovering hazardous materials during the course of surveys, staff are instructed to inform the Client and to ensure that the H&SE are informed if such materials have been disturbed.
- 9.6 All appointments for surveys are to be recorded in the office diary and the surveyor is to leave an estimate of a time for return to the office.

## 10 DESIGN

- 10.1 During the design stage the Directors will take all necessary steps to ensure that health and safety matters have been incorporated and dealt with, and will avoid or identify foreseeable risks.
- 10.2 All risks which remain in the design are to be identified and incorporated into a Health & Safety File where appropriate.

**11 IMPLEMENTATION**

- 11.1 A copy of this procedure is distributed to each member of staff.
- 11.2 Each new member of staff will receive a copy of this procedure and will be instructed in the health and safety procedures.
- 11.3 The health and safety procedure will be reviewed as necessary and copies of amended clauses issued to all staff.

**12 HEALTH & SAFETY EQUIPMENT**

- 12.1 A schedule of safety and protective equipment and clothing is held by the office manager.

**13 ACCIDENT RECORDING**

- 13.1 All accidents resulting in personal injury are to be recorded in the accident book, which is held by the office manager,
- 13.2 Accidents resulting in damage to equipment or other property are to be reported to the Directors.

**14 OFFICE MACHINERY**

- 14.1 Staff are instructed to follow the operating instructions of office machinery.

**15 AUDITING**

- 15.1 This procedure will be audited by the quality manager on an annual basis as part of the overall auditing procedure.

**16 SUBSTANCE AND ALCOHOL ABUSE**

- 16.1 All staff shall be fit for duty at all times and shall not consume/use or be under the influence of drugs or alcohol when carrying out their duties.

Signed:



Name: Craig Degnan

Position: Director

Date: 01.11.19

Expiry: 01.11.20

Signed:



Name: Graeme Clark

Position: Director

Date: 01.11.19

Expiry: 01.11.20