

# Health & Safety Policy

Capital Property & Construction Consultants Ltd



Architecture | Surveying | Engineering | Project Management

The Brentano Suite, Solar House, 915 High Road, London,  
N12 8QJ

## Introduction

This Health & Safety Policy has been produced by Office Test at the request of Capital Property & Construction Consultants Ltd.

The policies, management strategies, and materials herein are presented in an effort to ensure compliance with current health and safety regulations, and to coordinate efforts among staff to protect the health and welfare of visitors, and each other in meeting these requirements.

The policies and practices contained in this manual will be under continual review, and staff are encouraged to communicate regularly with the management team to suggest modifications and improvements to the contents of this manual, and to contribute their ideas for additional materials to include in the manual's future iterations.

This document sets a base level of health & safety awareness and aims to develop and improve health and safety knowledge, standards and performance.

## 1. General Statement of Policy

The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

The Company recognises and accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act etc. 1974 and subsequent health and safety regulations appertaining to its operation.

The Company will do all that is reasonably practicable, and is committed to providing, and

maintaining;

- Safe places of work
- Safe methods and systems of work
- Safe plant and equipment
- Personal protective equipment relevant to working tasks
- A **safe and healthy working environment and conditions**

The Company will carry out a regular review (frequency of no more than every three years) of this policy to ensure that these standards of health and safety are maintained.

The management team of Capital Property & Construction Consultants Ltd is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. Capital Property & Construction Consultants Ltd will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

Capital Property & Construction Consultants Ltd as an employer is ultimately responsible for worker health and safety. As director of Capital Property & Construction Consultants Ltd, Richard O'Reilly will ensure that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

We have adopted the recognised Occupational Health and Safety Management System standard ISO 45001:2018 and are commitment to the **prevention of injury, ill health and continuing to improve** in health and safety management through the system. The **framework for setting objectives and targets** is via the planned management review programme. We are committed to compliance with **legal and other requirements** and have adopted a compliance register which includes regular to evaluate the fulfilment of these obligations.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organisation, from the directors to the workers. This policy is displayed at the offices and available to interested parties.

Signed:



Position: Director

Dated: 31/03/2022

## 2. Organisation and Responsibilities

**Richard O'Reilly - Director / Patrick Madigan - Director**

Richard O'Reilly & Patrick Madigan have overall responsibility for health and safety in the Company, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees

- Ensure work is planned to consider health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- actively promote at all levels the company's commitment to effective health and safety management

## Health and Safety Co-ordinator / Representatives

Richard O'Reilly - Director

Patrick Madigan - Director

Gemma Gatting - Operations Director

Lindsay Argent - Office Administrator

Steve Davis – CDM2015 / Principle Designer

The Health and Safety Co-ordinator / Representatives will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013

## Employees

Section 7 of the Health and Safety at Work Act etc.1974 states the following:

It shall be the duty of every employee while at work –

- a) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with it requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Director
- Reporting to the management any incidents, which have led or might lead to injury or

damage

- Reporting any accidents or near misses however minor to the Director
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

### 3. Arrangements

#### Communication, Consultation & Participation

In order to meet the requirements of ISO 45001:2018 and legal requirements of the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 2004, the company is committed to consultation with workers on various elements, inclusive of;

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memo's posted on the staff notice board.

#### Induction

All new members of staff (including temporary staff or other workers) will be given a full health and safety / environmental induction on their first day of work. This induction will be carried out where possible by the Health & Safety Manager or by a delegated person who has received full instruction on the induction process.

#### 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 and safety awareness, company procedures etc.)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility
- Fire awareness training as part of the Induction Process.

A program of ongoing training will be undertaken to keep employees up to date with legislation and industry best practice. This shall be recorded within the training matrix.

#### Visitors

All visitors are subject to a thorough safety brief on arrival including:

- Actions to be taken in event of fire

- Accidents requiring First Aid
- Location of toilets & welfare facilities
- Disabled person's evacuation procedures (if applicable).

Visitor information and rules have been created, which visitors should read upon arrival. A copy of which is in the board room.

## **Risk Assessments**

The Health and Safety Co-ordinator / Representative will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the Health and Safety Co-ordinator / Representative if required. The Director of the Company will ensure operators are provided with appropriate instruction and training on risk assessments. The methodology for the assessment of risk shall be via the table/notes within the risk assessment, and any related documentation, providing an explanation or calculation as to how the outcome has been reached.

## **Method Statements**

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

## **Welfare Facilities**

Adequate toilet and washing facilities are available and these will be kept to a minimum required standard at all times.

- Suitable rest room facilities are provided.
- Drinking water is available.
- The office accommodation areas will be regularly cleaned and kept in good repair and decorative order.
- Air conditioning units are used to heat, and cool, the office. Air conditioning and windows provide suitable ventilation/cooling.

## **Work Equipment**

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

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

No employee will use work equipment for which they have not received specific training.

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

All work equipment will be maintained and inspected at suitable intervals either internally by a

competent person or by specialist external companies. 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.

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

## **Personal Protective Equipment (P.P.E.)**

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Before a client is visited they are asked to ensure that they provide appropriate PPE for use by the visiting employee of Capital Property & Construction Consultants LTD.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file on the clients site.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to Lindsay Argent, and the client where applicable.

## **Hazardous Substances**

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are 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 (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) as amended.

## **First Aid & Accident, Incident Reporting**

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

All accidents MUST be reported to Lindsay Argent and the details recorded in the accident book (held with Lindsay Argent). Accidents shall be investigated accordingly and details of these maintained with the Operations Director.

All incidents / near misses MUST be reported to Lindsay Argent. Incidents shall be investigated accordingly and details of these maintained with the Operations Director.

It is the legal responsibility of the first aider dealing with the incident to complete the accident book at the earliest practical opportunity.



Serious accidents where hospital treatment is required must be reported to the Director as soon as possible after the incident.

## **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):**

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 7 working days
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents / near misses will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

## **Asbestos**

Before any work commences at the Brentano Suite, contractors should view the building asbestos survey as provided by the Landlord.

The position and condition of any asbestos that may be in the building will be highlighted within the asbestos survey.

If, during your works, contractors discover a fibrous material that they think may be asbestos, they should:

**STOP** work immediately

Prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc. evacuate the immediate area and prevent access by others e.g. the public inform those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged do not return to that area until informed that it is safe to do so

Remember, if uncertain as to the content of the material, stop work and seek advice.

## **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. Our employees are advised not to manually handle loads which they feel incapable of moving safely, Those employees who are required to do any manual handling, will attend a manual handling course and updates as required.

## Display Screen Equipment (DSE)

Under the Display Screen Regulations 1992 Capital Property & Construction Consultants Ltd recognise its obligations and will ensure that staff will be given advice and training on the use of DSE to minimise any possible ill effects. Any difficulties experienced by a member of staff connected with the use of DSE should be brought to the attention of their line manager and Richard O'Reilly.

A DSE risk assessment program will be undertaken where upon an annual risk assessment will be carried out for all DSE users.

Capital Property & Construction Consultants Ltd will pay for an eye sight test for any user of DSE who request this. A 'user' is defined as someone who habitually uses display screen equipment as a significant part of their normal work.

## Fire Safety and Procedures

A detailed Fire Risk Assessment of the office space occupied by Capital Property & Construction Consultants Ltd will be undertaken by a competent person on a planned basis.

## Employee Fire Awareness Training

All employees should be subject to basic fire awareness training on induction, and refresher training should be carried out on an annual basis. This should include:

1. Company Fire safety policy/procedures
2. Action in event of fire
3. Action on hearing the fire alarm
4. Operation of manual fire alarm call points
5. Use and location of fire extinguishers
6. Location of emergency escape routes
7. Contacting the emergency services
8. Names of nominated Fire Wardens
9. Findings of fire risk assessments
10. Location of assembly point.

## Fire alarm system

The Building Manager (Brentano Suite) will arrange for the weekly testing of the fire alarm sounders.

## Fire Wardens

Duties of Fire wardens:

- Assist employees and visitors in the safe evacuation of the building.
- To ensure all equipment provided for fire safety is maintained, inspected and tested in accordance with current British Standards and manufacturer's recommendations.
- To monitors fire safety on a daily basis.
- To carry out awareness training for new employees
- To provide advice on fire evacuation procedures as and when required. Carry out an emergency evacuation drill on annual basis in conjunction with the landlord controls.

## Fire prevention



One of the main objectives is effective fire prevention. As part of this, staff must ensure that fire exits are kept clear and free of obstructions at all times. Notices concerning fire exits must not be covered or removed.

Staff must make themselves familiar with the nearest fire exit to their office and with the location of firefighting equipment.

Instruction in the use of fire extinguishers will be provided for staff and fire wardens on induction.

The Brentano Suite will arrange for regular Fire drills to be carried out to ensure all staff are familiar with the procedures to be taken in event of fire and a record should be kept of such drills in the Fire Safety File.

## **Investigation of fire**

The circumstances of any outbreak of fire will be investigated by the Health & Safety manager / fire officer of the local fire service and, where possible, steps will be taken to reduce the possibility of a similar outbreak recurring.

Action to be taken on discovery of a fire:

- Immediately sound the fire alarm at the nearest break glass alarm point and evacuate the building using the nearest fire exit.
- All staff must immediately respond to the fire alarm. Never assume that it is merely a drill.
- Proceed to the building Assembly Point. Do not leave this area until given permission to do so.

Visitors are the responsibility of the staff member they have come to see. A 'visual sweep' of the building will be carried out by fire wardens.

In the event of fire wardens being absent then a roll call should be carried out by senior management or a nominated person within our other office locations.

Only when the 'all clear' has been given should anyone return to the building.

Action upon Hearing the Fire Alarm Sounding

- Evacuate the building using the nearest fire exit.
- All staff must immediately respond to the fire alarm. Never assume that it is merely a drill.
- Proceed to the building Assembly Point.
- Visitors are the responsibility of the staff member they have come to see.

## **Fire Extinguishers**

The fire extinguishers will be tested annually by an approved company, in accordance with agreed procedures and a record of such tests will be maintained.

Fire Extinguisher locations should be kept clear at all times.

## Equipment Safety

All equipment for use by employees should be visually inspected on a daily basis or as manufacturer's instructions to ensure the equipment is in a safe and workable condition, before starting work. All deficiencies and faults must be reported to supervisors before this equipment is used. Any equipment found faulty or deficient for any reason, must be removed from use and labelled with a suitable tag indicating what the fault/deficiency.

## Electricity at Work Regulations 1991

Capital Property & Construction Consultants Ltd will ensure that a qualified electrician checks all electrical appliances / hard wiring in compliance with the above regulation, and where a defect is found, they will ensure that it is repaired or removed from use immediately.

## Portable Electrical Equipment

Supervisors will regularly visually inspect all portable equipment, including leads and plugs. In accordance with HSE guidelines an approved electrician will test all portable appliances. All staff should report any defects to their supervisor with immediate effect.

The installation or tampering of any electrical equipment by staff is not permitted. NB. Electrical circuits must never be overloaded.

Electrical cables or telephone leads must never be laid across walkways without appropriate safety cable covers.

Personal portable electrical appliances (mobile phone chargers etc) brought into the workplace are also subject to the above guidelines.

## Disabled Persons

Procedures are in place for the safe evacuation of disabled persons visiting this location.

On arrival all disabled visitors should be asked what, if additional assistance they require to evacuate the building in event of an emergency.

A host will be designated to provide any assistance required.

If a disabled person is employed by Capital Property & Construction Consultants Ltd, or frequently visits these premises a Personal Emergency Evacuation Plan (PEEP) will be carried out to ensure suitable control measures are put in place to safely evacuate the building in an emergency.

## Smoking

From 1st July 2007, all public places and workplaces became smoke-free in England, with the exception of a limited number of exemptions under the Smoke-free (Premises and Enforcement) Regulations 2006.

Capital Property & Construction Consultants Ltd operate a strict no smoking policy in its premises.

## Home Working

The Health and Safety at Work Act 1974 places duties on employers to protect the health and safety and welfare of their employees including anybody that works from home the same as they would in an office environment. A formal risk assessment needs to be carried out and the findings recorded.

Where possible the hazard needs to be removed altogether however, if this is not possible then steps need to be taken to lower the risk to an acceptable level. Particularly attention needs to be made to the more common hazards, which may be present whilst someone is working from home.

Where staff work regularly at home for all / part of their working week it is Capital Property & Construction Consultants Ltd policy to safeguard the individual's health, safety and welfare as far as is reasonably practicable.

## **Pregnant workers**

Under the Management of Health and Safety Regulations Regulation 16 Capital Property & Construction Consultants Ltd are required to carry out the following:

A specific risk assessment of the work of new and expectant mothers and the taking of appropriate measures as a result, including variation of working hours or conditions where reasonable to do so and effective against the risks, up to suspension from work where necessary.

Regulation 17 requires the employer to suspend new and expectant mothers from work 'for as long as necessary' for their health and safety when a medical certificate indicates this should be done. In this instance the employee's rights to alternative work and remuneration are protected by the Employment Rights Act 1996.

There is a duty on the new or expectant mother to notify Capital Property & Construction Consultants Ltd in writing of her condition or if she is breastfeeding. If she fails to notify Capital Property & Construction Consultants Ltd or if Capital Property & Construction Consultants Ltd cannot establish what her condition is then the provisions of regulation 16 and 17 would not apply.

## **COVID-19**

As a result of the COVID-19 outbreak procedures are in place and are based on the government's guidelines. Risk assessment/controls are being kept under continual review in accordance with Government Guidelines/advice.

The latest government advice is Coronavirus remains a serious health risk. You should stay cautious to help protect yourself and others.

- Get vaccinated
- Let fresh air in if meeting indoors, or meet outside
- Consider wearing a face covering in crowded, enclosed spaces

## **Summary**

It is Capital Property & Construction Consultants Ltd Policy to consult all employees on health & safety matters.

Any member of staff disregarding the health & safety policy, procedures or requirements, or found to be encouraging others to do so, will be dealt with under Capital Property & Construction Consultants Ltd disciplinary procedures.