



# Health & Safety Policy

## HEALTH AND SAFETY

### *POLICY STATEMENT*

- 1.1 The Company recognises that it has a legal duty of care towards protecting the Health and Safety of its employees and others who may be affected by the Company's activities.
- 1.2 In order to discharge its responsibilities the management will:
- provide an organisational structure that defines the responsibilities for health and safety
  - ensure that the systems and procedures relating to this Policy Statement are rigorously applied
  - provide adequate control of the health and safety risks arising from our work activities
  - consult with our employees on matters affecting their health and safety
  - provide and maintain safe plant and equipment
  - ensure the safe handling and use of hazardous substance
  - provide information, instruction and supervision for employees
  - provide adequate training and ensure that all employees are competent to do their task
  - prevent accidents and cases of work-related ill health
  - maintain safe and healthy working conditions satisfy itself that any organisation who is contracted to carry out work for the Company is able to demonstrate that it pays due regard to health and safety matters bring this Policy Statement to the attention of all employees and seek their co-operation in supporting the management in its efforts to establish and maintain a safe and healthy working environment.
- 1.3 This Health and Safety Policy Statement and its associated organisational arrangements, systems and procedures, will be reviewed at least annually and revised as necessary to reflect changes to the business activities. Any changes to the Policy will be brought to the attention of all employees.
- 1.4 It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc. Act 1974. Employees must therefore:
- Comply with any safety instructions and directions issued by the Company.
  - Take reasonable care for your health and safety and the health and safety of other persons (e.g. other employees, contractors, customers, workmen, etc.) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
  - Co-operate with the Company to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on the Company by or under any of the relevant statutory provisions is complied with.

- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
  - Use equipment or protective clothing provided in accordance with the training you have received.
  - Report any potential risk or hazard or malfunction of equipment to the appropriate authority.
- 1.5 Any failure by an employee to comply with any aspect of the Company's health and safety procedures, rules or duties will be treated by the Company as serious or gross misconduct.
- 1.6 You have a responsibility to observe all safety rules and to co-operate with the Manager charged with responsibility for the implementation of the Company's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of yourself and others.

## *Employees*

- 1.7 All employees have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work. They are expected to follow the firm's procedures, in particular to report any incidents which have or may have led to injury or damage.

## *The Office Manager*

- 1.8 The Office Manager is responsible for safety in the firm and will monitor the safety policy on a regular basis. The Partners and Associates will be appraised of health & safety matters to ensure that sufficient resources are made available to provide any health & safety equipment, training and the provision for annual eye tests for those who regularly use display screen equipment. Any queries relating to health or safety should be directed to the Office Manager in the first instance, who will keep a record of such matters.

## *Safety Officer*

- 1.9 The Officer Manager is the firm's Safety Officer. The Safety Officer's responsibility includes the maintenance of safety records, the investigation of accidents; providing accident statistics; keeping a watching brief on changing safety legislation and ensuring that employees are provided with information and training as far as is reasonably practical to achieve and maintain a high standard of safety proficiency. In addition, the Safety Officer is responsible for ensuring that the firm's obligations in respect of assessment, control and monitoring of the workplace, work equipment, display screen equipment and personal protective equipment are met.
- 1.10 A nominated employee is the Fire Officer, and is responsible for ensuring evacuation of the firm's premises in the event of an emergency, to the designated place of safety.

## *Good Housekeeping*

- 1.11 Office accidents can be avoided if the following recommendations are followed:-
- a) The cellular arrangement of offices and circulation space is well defined. Do not run or hurry in circulation spaces or offices as this and forgetfulness may cause accidents.
  - b) Never read or dictate while walking.
  - c) Do not open / close doors quickly without checking whether there is someone in the vicinity.
  - d) Do not leave lower filing drawers open as this causes trips or falls.

- e) Ensure that floor areas are well lit and free of obstruction, particularly files and paperwork.
- f) Electrical and telephone calls must not be allowed to lie uncovered on the floor or across desks and should be taped down since they are major tripping hazards.
- g) Pointed objects such as pencils, pens, letter openers, files, paper clips and the like must be used carefully to avoid puncture wounds.
- h) Throwing paperclips, shooting rubber bands or tossing / throwing other missiles is unacceptable behaviour and can cause injury.
- i) The “free access” arrangement for tea, coffee and drinks throughout the day should not be abused. Spilled coffee / liquids should be cleaned up immediately.
- j) The preparation of food is restricted to the kitchen which must be left clean and tidy for other users with knives and other catering equipment stored so as not to present a danger to other users of the kitchen.
- k) A ladder is provided to access items which are beyond reach. If you cannot easily reach without stretching, use the ladder. Be sure the ladder is in a safe condition and returned to its place of keeping. Do not climb up the shelves, stand on desks or chairs under any circumstances. Do not over-reach on the ladder. Take care when lifting items down from shelves. Do not deliberately drop items from a height. If items are bulky, get assistance.

### *First Aid Box*

- 1.12 The firm is required by law to provide at least one first aid box in each office.
- 1.13 The box is kept by the Office Manager and is clearly defined as a first aid box with a white cross on a green background. The Safety Officer / Office Manager is responsible for ensuring that there is sufficient quantity of first aid materials and nothing else. Items such as aspirin or disinfectant are not included. It is essential that the first aid box contents are checked frequently and replaced as soon as possible wherever necessary.

### *Workplace Inspection / Risk Assessment*

- 1.14 All employers and their work premises are subject to the provisions of the Health & Safety At Work Etc Act 1974. This deals with the health, safety and welfare of employees at work which is the Employer’s responsibility; the workplace inspection constitutes one means of fulfilling these obligations.
- 1.15 An annual inspection is carried out by the Safety Officer against a checklist based on the legal requirements laid down in the Workplace (Health, Safety and Welfare) Regulations 1992, the provision and use of Work Equipment Regulations 1992 and the Personal Protective at Work Regulations 1992.
- 1.16 A record of inspections is kept and can be produced when required.

### *Display Screen Equipment*

- 1.17 The Firm is required by law to implement the requirements in the Display Screen Equipment Regulations for those employees who habitually use such equipment as a significant part of their normal work. The firm will:-
  - Ensure that users have periodic breaks from using such equipment.
  - Provide users with an appropriate annual eye test if required.
  - Provide users with a screen to reduce glare if requested.

- Assess workstation layout to ensure that the design of workstations does not put employees at risk of visual fatigue and mental stress.
- Ensure that new employees are aware of the risks of using such equipment and the measures that can be adopted to reduce and control the risks.

### *Keyboard Equipment*

1.18 With the increased use of personal computers, the firm will:-

- Ensure that users have periodic breaks from using such equipment.
- Provide users with wrist stands / supports if requested.
- Provide users with appropriate seating.
- Provide users with foot stands if requested.
- Assess workstation layouts to ensure that the design does not put employees at risk of Repetitive Strain Injury and mental stress.
- Ensure that new employees are familiar with the use of such equipment and measures that they can adopt to reduce and control the risks.

### *Visiting Outside Locations*

- 1.19 Much of the firm's activities involve employees visiting outside locations, particularly construction sites. Employees should familiarise themselves and comply with the relevant safety rules when visiting locations which are outside the firm's jurisdiction. If necessary, the correct safety clothing should be worn.
- 1.20 Employees should take all necessary precautions for their own personal safety, including advising others of their whereabouts and providing an indication of their time of return by completing movement sheets held in Reception prior to departure. In the event of the time of return being extended, employees must telephone the office and advise a revised time of return.
- 1.21 It is strongly recommended that all employees, particularly females visiting outside locations on their own, carry a mobile phone with them and ensure that it is functioning properly.