

HEALTH & SAFETY POLICY

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Issued

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Building Design Consultants

CONTENTS

INTRODUCTION	5
HEALTH AND SAFETY POLICY STATEMENT	6
SECTION 1: ORGANISATION FOR HEALTH AND SAFETY	7
General Organisation	7
General Responsibilities	7
Consultation	7
Building Design Consultants Ltd Health and Safety Organisational Chart	7
SECTION 2: RESPONSIBILITIES FOR HEALTH AND SAFETY	8
Responsibilities of the Managing Director	8
Responsibilities of the Health & Safety Consultant	9
Responsibilities of Management (Project, Site, Maintenance, Landscape and Sales Managers) & Supervisory Staff	9
Responsibilities of Managers, Engineers & Technicians & Administration staff	10
Responsibilities of Office Management	10
Responsibilities of Procurement Staff	11
Responsibilities of Fire Marshals	11
Responsibilities of First Aiders	11
Responsibilities of All Employees	11
Responsibilities of Sub-Contractors	11
Responsibilities of Duty Holders (Embark Consultants) Regulations 2015)	12
Responsibilities of Safety Adviser	12
Responsibilities of CDM Risk Management Ltd	12
SECTION 3: ARRANGEMENTS FOR HEALTH AND SAFETY	13
Introduction	13
Internal Communications	13
Health and Safety Policy	13
Training	13
Risk Assessment	14
Environmental Control	14
Safe Place of Work	14

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Health and Safety Policy

Plant/ Machinery/ Equipment	14
Noise	14
Hazardous Substances	15
Electricity	15
Fire Prevention & Evacuation Procedures	15
Emergency Procedures	16
First Aid and Accident Reporting	16
Welfare Facilities	16
Covid 19	16
Manual Handling	17
Personal Protective Equipment (PPE)	17
Lone Working	17
Protection of the Public	17
Young Persons	17
Disabled Persons	17
Alcohol & Drug Abuse	18
Stress	18
Records and Archiving	18
Monitoring at the Workplace	19
Sub-Contractors	19
Asbestos	19

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15 Deleted: 14

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16 Deleted: 15

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INTRODUCTION

This policy document has been prepared to define the way that Mr Gary Freeman, Managing Director, Building Design Consultants Ltd intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. This act requires an employer to prepare a statement of general policy with respect to health and safety at work and to detail the organisation and arrangements set up to carry out that policy.

Building Design Consultants Ltd Health and Safety Management Document System is contained within this Policy Document and its associated Instructions, Procedures, Assessments and guidance documents. The Document System formally communicates the instructions and procedures covering operation and work activities from the Company Directors to their supporting managers, supervisors and all other personnel employed or involved in the Company's activities. The Document System has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company including contractors, visitors and the general public.

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

HEALTH AND SAFETY POLICY STATEMENT

This Health and Safety Policy Statement recognises Building Design Consultants Ltd obligations under the Health and Safety at Work etc. Act 1974. This policy statement and the health and safety documentation detailing the means of implementing the policy are in respect of Building Design Consultants Ltd and its operating businesses.

Building Design Consultants Ltd has a moral and legal obligation to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the actions of the Company, its employees, or as a result of Building Design Consultants Ltd activities. Building Design Consultants Ltd fully accepts their obligations and responsibilities, which will be achieved by:

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Providing and maintaining safe working environments that are without risks to health, safety and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Company.
- Setting standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensuring that hazardous areas are kept secure from the public, employees or tenants, or contractors not required to enter them.
- Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensuring that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.

Employees are required to cooperate with the Company not only to ensure their personal safety, but also to ensure they are not prosecuted for breach of legislation or have disciplinary action taken against them by the Company for breach of Company rules.

The Company will communicate the Health and Safety Policy to all employees, and it will be freely available to customers, shareholders and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the Company.

All Directors, Managers, Supervisors and staff will enforce this Policy. The Managing Director is personally responsible for the health and safety performance of the company and signs this policy statement in acknowledgement of this.

Signed:



Date: 06/02/23

Mr Gary Freeman **Managing Director** Building Design Consultants Ltd

SECTION 1: ORGANISATION FOR HEALTH AND SAFETY

General Organisation

Arrangements for health, safety and welfare will be organised by Building Design Consultants Ltd.

Managing Director has overall responsibility for health and safety.

The Managing Director has appointed a Health and Safety Consultant who is nominated competent person, who is responsible for monitoring the Company's Health and Safety Policy and for dealing with related health, safety and welfare issues.

Constructive suggestions to improve health, safety and welfare in the Company are welcomed from any employee.

General Responsibilities

Directors and management are responsible for the implementation of the Company's Health and Safety policy and determining the Company's policies on health, safety and welfare matters, including revision of this Policy.

All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions.

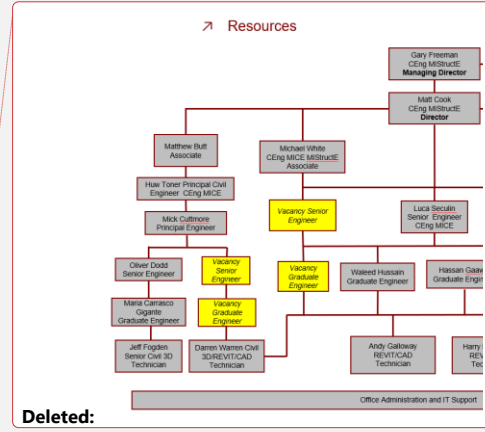
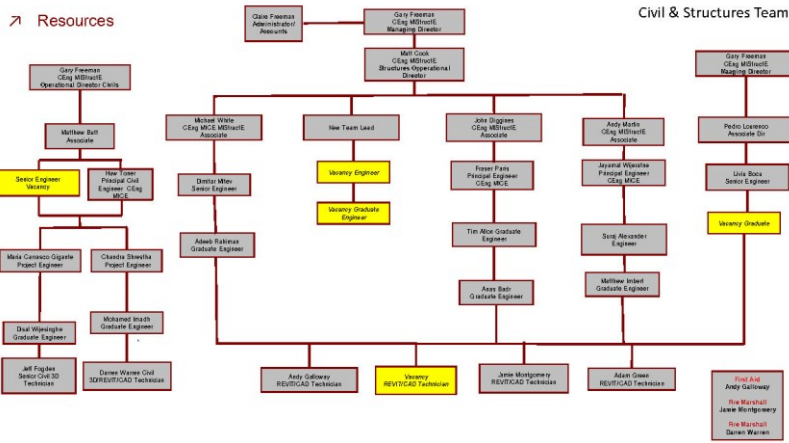
Employees who are responsible for supervision are expected to promote and encourage health and safety awareness in employees and sub-contractors under their control. These supervisors, supported by an appointed Safety representative, will monitor compliance with the requirements and provide advice on health, safety and welfare matters.

All employees should be aware of and have knowledge of the legislation, best practice and equipment relevant to their work activities.

Consultation

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE). Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'. Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

Building Design Consultants Ltd Health and Safety Organisational Chart

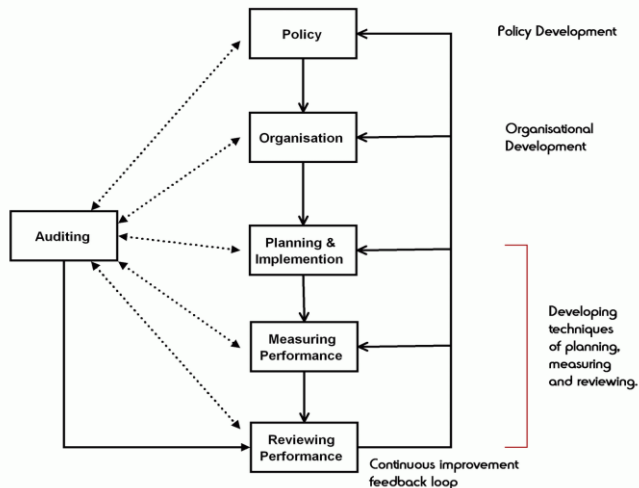


SECTION 2: RESPONSIBILITIES FOR HEALTH AND SAFETY

The following responsibilities are the main duties of management and are in addition to the duties outlined in general responsibilities.

Responsibilities of the Managing Director

- To have overall responsibility for health and safety within the Company.
- To ensure that sufficient resources are made available to meet health and safety needs within the Company.
- To appoint competent persons to manage health and safety within the Company.



Responsibilities of the Health & Safety Consultant

- To act as a focal point within the Company regarding health and safety matters.
- To ensure that the health and safety policy is up to date with current legislation.
- To arrange external contracts for risk assessments including:
 - Health and Safety
 - Fire
 - Asbestos
 - Disabled Access
- To arrange specialist health and safety training courses, as required.
- To ensure contractors employed by the Company are vetted for Health & Safety prior to establishing a contract.
- To ensure that serious accidents occurring on Company property are investigated and controls implemented to prevent re-occurrence.

Responsibilities of Management (Project, Site, Maintenance, Landscape and Sales Managers) & Supervisory Staff

- To ensure the health, safety and welfare at work of employees, by providing and maintaining:
 - Relevant risk assessments.
 - Safe Systems of Work.
 - Safe plant or equipment.
 - Safe methods of handling, transporting articles and substances.
 - Supervision, training, instruction, information.
 - Health and Safety records.

- Safe places of work and safe access/ egress.
 - Safe and healthy working environment.
 - Adequate personal protective clothing and safety equipment.
 - Welfare facilities.
 - Medical surveillance (where required on the basis of the nature of substances encountered).
- All employees are aware of and have knowledge of their health and safety responsibilities while undergoing their tasks and do not take unnecessary risk.
 - Appoint a Health and Safety Advisor/ Supervisor, if required.
 - To ensure that other people, including sub-contractors, visitors and members of the public, do not have their health and safety placed at risk as a result of the Company's activities.
 - If the Company has control of premises, to ensure that others who visit the premises to carry out work are provided with a safe place of work and safe access/ egress to their work.

Responsibilities of Managers, Engineers & Technicians & Administration staff

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- Be aware of and have knowledge of the various statutory requirements governing the Company's activities and their application.
- To ensure that the requirements of health and safety legislation, i.e., the Construction (Design and Management) Regulations 2015, are complied with as they apply to the Company activities.
- Identify and assess any potential hazards and risks in order to, as far as reasonably practicable, minimise or remove them.
- To promote safe working methods by providing detailed information and instruction to all employees and sub-contractors.
- Provide adequate information, as required, to ensure the correct implementation of designs, in particular where design changes affect the risk environment on the site.
- Report any unsafe situation observed whilst on site, in particular non-compliance with the requirements of any Health and Safety Plan.
- Set a personal example and carry out your own work in a safe manner, i.e., take precautions when working on or near public roads, and use personal protective equipment issued by the Company to protect health and safety.

Responsibilities of Office Management

- To ensure all employees have access to the health, safety and environmental policy.
- To ensure that Fire Marshals are nominated and trained.
- To ensure that first aiders are available and their names published.
- To maintain a Health & Safety notice board.
- To arrange for assessments of all workstations and Display Screen Equipment (DSE).
- To arrange and maintain regular servicing and/or testing of office portable electrical appliances and firefighting equipment.
- Maintain records, including employees' health and safety training, accident investigations, workstation and DSE assessments etc.

Responsibilities of Procurement Staff

- Purchase equipment or materials that are to the standards required by Company policy and meet the Health and Safety Plan requirements.
- To ensure that all suppliers provide full information on any hazards associated with the equipment or materials supplied and any precautions required.
- To ensure that sub-contractors have received lists of responsibilities and Company policy statement in accordance with this policy.

Responsibilities of Fire Marshals

- To ensure that the firefighting equipment, signage and fire evacuation procedures are in place/ displayed and not misused.
- To regularly inspect the means of escape and ensure no obstructions.
- On hearing the fire alarm:
 - Supervise the evacuation of personnel from your area.
 - Check all rooms, stores, and toilets to ensure full evacuation.
- Ensure that assistance is arranged for disabled persons in your area.

Responsibilities of First Aiders

- To provide first aid to employees, as trained.
- To ensure that the first aid kits and accident book are maintained.
- To report serious accidents to Management and assist with their reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (Amended 2013). Where required, assist in any accident investigation.

Responsibilities of All Employees

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To only use work equipment, as instructed and trained. No unauthorised use of equipment is permitted; neither is repair nor modification permitted unless express authority is given. Damage to equipment should be notified to the Manager.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a Manager, including those where no injury occurred.
- To comply with any reasonable instructions given by Managers or appointed persons, for example the fire warden(s).

Responsibilities of Sub-Contractors

- To ensure that they have the same duties, as outlined above, for their own employees, and others, who could be affected by their work activities.
- Be aware of and be expected to co-operate fully with Building Design Consultants Ltd to avoid accidents and ill health on Company premises.
- To provide evidence of their Risk Assessments for activities they carry out, and where necessary, provide suitable written Method Statements.

Responsibilities of Duty Holders (Construction (Design and Management) Regulations 2015)

- All persons appointed to positions to meet the requirements of CDM Regulations 2015, which place duties on the client, principal designer, designers, principal contractor and sub-contractor, will comply with those duties imposed upon them.
- Depending on the nature of the appointment, those duties will include:
 - Provision of relevant information for initial assessments following feasibility study and the intention to build.
 - Provision of Pre-Construction information, which is shared by the client to all duty holders
 - Carrying out risk assessments of all relevant activities.
 - Competent selection of relevant external/ internal personnel, ensuring they have the required skills, knowledge and experience to be deemed competent
 - Coordinate Health and Safety during the design and pre-construction phase of the project.
 - Ensure all possible steps are taken to eliminate foreseeable hazards, and where this is not possible, to mitigate the risk to as low as reasonably practicable
 - Formulation of a Construction Phase Plan.
 - Continual monitoring of the Construction Phase Plan
 - Ensure implementation of the Construction Phase Plan by the project management team.
 - Ensure suitable welfare facilities are available
 - Making available and collate the Health and Safety File.
 - Identifying the needs of continued and adequate training.
 - Ensuring that all health and safety requirements are met.
 - Notification of applicable projects to Health and Safety Executive.
 - Advising on compliance, so that no breach of the Regulation occurs.
- The exact scope of each person's duties will be determined by the nature of their appointment as laid down under the Construction (Design and Management) Regulations 2015.

Responsibilities of Safety Adviser

- Advise on the company Health and Safety programme.
- Carry out inspections of all workplaces and, if required, plant, machinery and equipment to ensure compliance of this policy.
- Assist and advice to management and employees on legislation, safety recommendations, safe working practices, PPE, training etc.

Responsibilities of Embark Consulting Ltd.

- Advise Building Design Consultants Ltd on the preparation, promulgation and review of a company Health and Safety Policy.
- To provide advice on the following:
 - Legal requirements affecting health, safety and welfare.
 - Personal protective clothing and equipment.
 - Working methods, equipment or materials, which could reduce risks.

- Potential hazards on new sites, health and safety factors affecting the selection of plant and equipment, and sub-contractors.
- Specialist services including substances hazardous to health, noise, asbestos removal, development of health and safety plans for site work.
- Carry out inspections of sites and workplaces as notified by Building Design Consultants Ltd.
- Carry out investigations of serious accidents.
- Assist Building Design Consultants Ltd in notifying and dealing with the Health and Safety Executive, with regard to new sites, dangerous occurrences etc.

SECTION 3: ARRANGEMENTS FOR HEALTH AND SAFETY

Introduction

- The general details of Building Design Consultants Ltd arrangements for the management of health and safety are provided within this section. In addition to and supporting these arrangements, detailed health and safety procedures for specific workplaces and activities are set out in the Procedures Manual.

Internal Communications

- All relevant safety information will be provided at all workplaces where employees are located. This will include:
 - H&S Policy.
 - HSE Law poster.
 - Employer's Liability insurance certificate.
 - Fire safety instructions.
 - Names of Fire Wardens & First Aiders.
 - Other safety instructions relevant to that workplace.

Health and Safety Policy

- The health and safety policy will be reviewed annually to ensure that it is effective and up to date with current legislation.
- The policy will be amended where required and all employees informed of any amendment.
- A copy of the health and safety policy will be available to all employees.
- Each workplace with site staff will hold a copy of the policy.
- The Health and Safety Policy statement will be displayed on a health and safety notice board.

Training

- Incompetent and poorly trained personnel, who undertake work activities, increase the likelihood of accidents and injury. Many accidents at work occur as a result of an individual's capability and training not meeting the requirements and skills of a specified task.
- Management and supervisory staff must ensure that all employees under their control have appropriate training and experience to undertake their allocated tasks.
- Where necessary, management and supervisory staff should identify and arrange training and instruction of employees.

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I assume this is your current provider? You mention Health and Safety Directors, Health and Safety Managers and Safety Advisors within the policy. You will need to be able to demonstrate these exist within the organization, if not, then it is better to apportion the duties to yourself or a consultant.

- Health and Safety records of training provided will be maintained.

Risk Assessment

- Management and supervisory staff are required to carry out risk assessments of work activities which pose a significant risk to health and safety, in order to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.
- Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.
- The findings of risk assessments will be recorded and, where necessary, will be used to develop method statements to ensure safe systems of work.
- A copy of the risk assessment report will be available at the workplace, and the findings will be brought to the attention of all employees.
- All risk assessments will be monitored and reviewed at regular intervals, normally annually, or when working practices or equipment change, to confirm that all risk assessments are adequately controlled and are in compliance with legislation.

Environmental Control

- Building Design Consultants Ltd is committed to effectively managing all their activities' environmental aspects through compliance with legislation and company policy and adhere to the requirements of our ISO14001 policy.
- Appropriate arrangements to protect the environment will be put in place at all workplaces, including:
 - Approved storage and use of raw materials and substances.
 - Waste minimisation (promoting reuse, recovery and recycling).
 - Identified waste disposal routes under Duty of Care.
 - Monitoring and review of environmental performance in line with ISO 14001 policy audited by QMS.

Safe Place of Work

- Building Design Consultants Ltd will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.
- A safe means of access and egress from all workplaces, including separate pedestrian and vehicle access, where practicable, will be provided and maintained.
- All workplaces must have appropriate arrangements for the storage and use of hazardous substances, without risk to health.
- A Safe System of Work will be instigated where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated.

Plant/ Machinery/ Equipment

- All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.
- Building Design Consultants Ltd acknowledges that work can be hazardous and it is therefore the company's intention to reduce the risks as far as is possible.

Noise

- Ensure plant and equipment is selected and maintained to minimise noise levels and employees have been instructed in their use.

- Workplace management and supervisors will ensure compliance with any noise levels and periods of permitted noise activities laid down by local authorities, in order to prevent noise pollution.

Hazardous Substances

- Prior to any operation commencing, information must be obtained on any material, substance, or process to be used or likely to be encountered, which could be a hazard to the health of personnel.
- Carry out risk assessments to identify substances hazardous to health. If necessary, produce a site/ job specific risk assessment.
- If possible, provide arrangements for an alternative, less hazardous material to be specified.
- Ensure compliance in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) As Amended, Control of Asbestos Regulations 2012, Control of Lead at Work Regulations 2002 and Ionising Radiation Regulations 2017 (IRR17) as appropriate.

Electricity

- Ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations and are safe for use and free from defect.
- Maintain all electrical fixed installations in a safe condition by carrying out routine safety testing.
- Inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e., how carefully it is handled).
- Records of inspection and testing will be maintained.
- Only authorised persons are permitted to repair or alter electrical equipment.

Fire Prevention & Evacuation Procedures

- A fire risk assessment will be completed at all workplaces.
- Appropriate measures will be implemented at all workplaces, including adequate:
 - Means of fire detection.
 - Raising the alarm in the event of a fire.
 - Firefighting equipment.
 - Installation of emergency lighting.
- Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.
- Procedures will be produced at all workplaces detailing action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.
- An appointed person will regularly inspect the designated evacuation routes for obstructions.
- Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.
- All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practised regularly and records will be maintained.

- Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

Emergency Procedures

- Written emergency procedures for reasonably foreseeable incidents will be prepared at all workplaces.
- Where a potential emergency incident is identified, procedures will be developed. This could include procedures in the event of a bomb threat, explosions, chemical or fuel/oil spillages, serious accidents and external incidents.
- All employees will be informed, instructed and, where necessary, trained in the emergency procedures. These procedures will be practised regularly and records will be maintained.
- Appointed persons will be identified to take control in the event of an emergency incident.

First Aid and Accident Reporting

- All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees), damage to any property or dangerous occurrences / near misses.
- Nominated 'suitable person(s)' i.e., trained First Aiders will be provided at all workplaces, to administer first aid treatment.
- Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider, to include:
 - First aid kits.
 - A suitable place or room for the administration of simple first aid procedures.
- All employees, contractors and visitors will be informed of the name of the First Aider and their location.
- All employees, contractors and visitors must report all injuries and accidents in accordance with Company policy and ensure details are recorded in the Workplace Accident Book.
- Management or supervisory staff must report serious injuries, incidents or diseases occurring at, or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (Amended 2013) .
- The Enforcing Authority must be informed when:
 - Any person dies as a result of or in connection with work.
 - Any person suffers a major injury or disease as a result of or in connection with work.
 - A person is unable to work for more than 7 consecutive days due to an accident at work.(records must be kept after 3 days
 - Any person not at work (Visitor, member of public, etc.) is injured as a result of an accident at a workplace and requires treatment at a hospital.
 - There is a dangerous occurrence at work. (Even when no one is injured).

Welfare Facilities

- Suitable and sufficient welfare facilities will be available at all workplaces to all employees, contractors and visitors, including:

- Toilet facilities, including special facilities for the disabled.
- Facilities for rest and to eat meals.
- Drinking water.
- All facilities will be maintained to a satisfactory standard, with regard to:
 - Accessibility.
 - Ventilation.
 - Lighting.
 - Cleanliness/ hygiene.

COVID-19

- All staff and visitors to the office to be issued with a copy of the companies COVID-19 risk assessment.

Manual Handling

- Building Design Consultants Ltd will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health.
- Manual handling tasks by employees will, where practicable, be eliminated or reduced to a minimum.

Personal Protective Equipment (PPE)

- Management and supervisory staff will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.
- Where required, adequate PPE to approved standards will be provided, free of charge, to all personnel working or visiting Company sites.
- All management, supervisory staff, employees, contractors and visitors shall wear appropriate PPE whilst on Company sites, including safety helmets, high visibility jackets/ waistcoats, safety footwear and other PPE as directed.

Lone Working

- There is no general prohibition on a person working alone, although there are specific instances where legislation requires more than one person to be involved in the operations or activity.
- In certain cases, lone working is not permissible and the worker will be physically supervised, i.e., young person, person undergoing training.
- Risk assessments must be carried out for lone working and control measures put in place prior to work commencing. Lone workers should not be exposed to more risks than a group of employees working together.

Protection of the Public

- Arrangements shall be made to ensure, so far as is reasonably practicable, that no member of the public will be exposed to risks to their health and safety as a result of Building Design Consultants Ltd activities.

Young Persons

- In accordance with the Management of Health and Safety at Work Regulations 1999, Building Design Consultants Ltd shall ensure that where young persons (under 18 years of age) are employed, they are protected from any risks that exist in the workplace, are

supervised by a competent person, and are informed of any restrictions and necessary precautions to be taken within areas where they will work.

- Risk assessments will be reviewed for activities in which young persons may be employed before they commence work. This will ensure that appropriate assessment has been given with regard to a young persons' lack of awareness, inexperience and immaturity.
- Copies of the risk assessments and control measures implemented to protect young persons under 16 years of age will be sent to their parents or guardians.

Disabled Persons

- Building Design Consultants Ltd currently do not employ any disabled members of staff. The office facilities currently comprise 'staff' offices on the second floor without any lift provision to access the 2nd floor. The only areas accessible to disabled access are the ground floor areas currently allocated to meeting room facilities and management office space. If disabled members of staff are employed or a member of staff situation changes then BDC will review the allocation of office space and structure to facilitate this on the ground floor of the building.

Alcohol & Drug Abuse

- Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the health and safety of themselves or others in the workplace. Therefore, it is the policy of Building Design Consultants Ltd that alcohol or drugs are prohibited in the workplace.
- Any persons known to be, or strongly suspected of being affected by alcohol or drugs must be referred to the appropriate manager who will arrange for the person to be removed from the workplace.

Stress

- At work, an employee who is severely stressed could become a danger to themselves, as well as to others in the workplace.
- Building Design Consultants Ltd have a responsibility to control the health, safety and welfare of their employees and this includes looking at the impact of stress at work.
- Where the physical and behavioral conditions of a working environment are stressful (e.g., lack of communication, hazards inappropriately controlled) each employee is responsible to notify appropriate management or supervisory staff.
- Any persons known to be, or strongly suspected of being, affected by stress should be referred to the appropriate manager who will arrange for the person to be monitored.
- It shall be Building Design Consultants Ltd policy to regularly review each employee's work performance and workload. Employees should be given every chance to air their views and grievances at these reviews.

Records and Archiving

- Records will be maintained of all necessary health and safety documentation. This will include:
 - Health and Safety Policy
 - Procedures documents
 - Risk assessments
 - COSHH assessments
 - Statutory documentation (inspections, reports etc.)
 - Inspection records
 - Accident Book

- Health and Safety Plans
- Other relevant health and safety documents.

Monitoring at the Workplace

- Managers and supervisory staff must ensure that all workplaces and activities under their control meet the requirements set out in this policy.
- Appointed safety advisors will visit and carry out regular inspections of all workplaces, and provide guidance and advice on all aspects of health, safety and welfare to all employees. Reports will be presented to the Site Manager on completion of the inspection, and a copy of the inspection report will be sent to the Health and Safety Manager.
- All major accidents and dangerous occurrences will be investigated. A report will be produced and, where feasible, recommendations for preventative and/ or corrective action will be made.
- All accidents and near misses should be reported to the Site Manager / Supervisor at the workplace.
- Analysis of all records, accident information and trends, and overall safety performance will be the responsibility of Health and Safety Manager.
- Meetings to discuss health, safety and welfare issues will be held at regular intervals between management and the appointed safety advisors.

Sub-Contractors

- Sub-contractors shall be subjected to a selection process to determine that they are competent and resourced to carry out their particular type of work.
- Building Design Consultants Ltd will monitor a sub-contractors' health and safety performance, compliance with procedures and safe working practices throughout the duration of their contract.

Asbestos

Should suspect asbestos containing materials be discovered during site visit or works, the following policy is to be applied.

- Works in the area to cease with immediate effect and all personnel to vacate
- Contracts Administrator/ CDM-C to be informed
- Area to be segregated by suitable barriers and signs to prevent access
- A permanent record will be kept (with employment records) of all those likely to have been exposed
- A detailed report will be produced as soon as possible after the incident and copies kept with employment records above
- Advice will be taken as to whether the incident constitutes a Dangerous Occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (Amended 2013). The HSE will be notified as necessary.

Works will only resume following return of a negative result or on issue of a suitable hand-over certificate (for example clearance or background air testing) following specialist removal.

Driving at Work

- The business involves some workers doing work-related driving. Workers in the business drive on work-related activities occasionally. The business has conducted and concluded consultations with its workers on the topic of driving on work-related matters.

- The person appointed to take responsibility for compliance with Health and Safety regulations regarding work-related driving matters is Gary Freeman.
- The business keeps a record of its workers who drive on work-related matters which is reviewed to determine whether any particular workers require additional training to carry out their duties safely.
- The business has supplied information to its workers who drive on work-related matters on what they should do when they feel sleepy, and of the general dangers of fatigue.
- The business provides hire cars for business use.
- The business has explained to its workforce the Health and Safety requirements in respect of driving and mobile phones.