

Haysom Ward Miller Architects

Health and Safety Policy and Procedures

Objectives

With reference to CDM Regulations 2007 we will endeavour to:

- be vigilant in all our actions, to safeguard the health, safety and welfare of all employees and others affected by our work to whom we have a duty of care.
- comply with all relevant legislation
- disseminate information so that all staff are aware of their responsibilities
- Encourage further expertise through induction, training and seminars.
- Review work and project risk areas
- Keep policies and procedures up to date
- Keep Health and Safety Policy under review by:
 - Identifying areas that need consideration to avoid hazards
 - protecting health and welfare in the working environment
 - reporting matters of concern to a partner

The Health and Safety Representative Partner is **Patrick Ward**

Employee duties and responsibilities :

- co-operate with supervisors and managers on Health and Safety responsibilities
- abide by all procedures to safeguard health and safety
- Take reasonable care in all activities
- Report all concerns that arise

Risk Assessment procedure:

Office premises and Activities to be assessed by Patrick Ward.

He will :

- Identify methods to reduce risks, and ensure action is taken.
- Complete annual review, or update as matters arise.
- Consult with employees
- Make information available on the website and on paper.

Designer Duties

Health and Safety Law poster to be displayed or leaflets distributed.

Young workers and trainees to be supervised.

Health and Safety information to be provided on our website

Any issues arising from staff reviews to be passed to the Health and Safety Partner.

Advice to be sought from the Health and Safety co-ordinators on individual projects.

Training

Induction in these matters to be by the office manager.

Job-specific training to be done by the partner responsible for the Project.

Training to be planned by the partners responsible for the member of staff, through staff reviews and partner meetings.

Health and Safety Partner to organise internally- and externally- sourced training sessions.

Staff to suggest areas that they feel need attention.

Accidents and First Aid

First Aid box is located under the basin in the washroom.

Accident book is in the stationery cupboard, and any incidents to be recorded here.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) must be followed in the event of major incidents :

- over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;

This is done by calling the Incident Contact Centre (ICC) on 0845 300 99 23 (local rate). You will be sent a copy of the information recorded and you will be able to correct any errors or omissions. Reporting accidents and ill health at work is a legal requirement. The information enables the Health and Safety Executive (HSE) and local authorities, to identify where and how risks arise, and to investigate serious accidents.

Electrical Items - Inspection and Portable Electrical Appliance testing

This is required for all portable electrical equipment connected to the 240V mains via and cable and plug, which can be easily moved, including larger items not hardwired into mains.

These should be checked in 2 ways -

I. User checks;

- **Item** - to be disconnected from supply
- **Flex** - to be examined for cuts, fraying or damage. Length checked as suitable. Any joints checked.
 - **Plug** - to be inspected - check cable securely anchored and plug free from signs of overheating, cracks and damage
 - **Socket outlet** - examine for signs of overheating, cracks, damage, and access to live parts
 - **Appliance** - confirm that it works and all switched work
 - **Environment** - check that if near water source it is safe if water splashes onto it.
 - **Suitability** - check equipment is suitable for job. Check load is appropriate.

If faulty - switch off, remove and label as faulty

PAT Testing

This is done annually.

Tested items will be recorded by their serial number and labeled once tested.

Any failing items to be removed and disposed of or repaired.

Emergency Procedures

Fire risk assessment - to be carried out annually or when changes occur.

Fire extinguishers to be inspected monthly and alarm/detector/systems to be serviced every six months.

Resources

Health and Safety Executive www.hse.gov

0845 345 0055

Health and Safety Regulation: A short guide

Health and safety law: What you need to know.

COSHH Regulations

Information on unsafe materials to be gathered and made available.

Date of Policy review

Reviewed by

Next review due