

Focus Consultants: Health and Safety Policy

In accordance with Section 2(3) of the Health and Safety at Work, etc. Act 1974, this document indicates the Policy of The Focus Group for ensuring that all the requirements of the Act are met.

HEALTH AND SAFETY AT WORK ETC ACT 1974

- 1.0 Memorandum on Policy Organisation and Arrangements
- 2.0 Organisational Structure
- 3.0 Responsibilities
- 4.0 Fire
- 5.0 First Aid
- 6.0 Office Environment
- 7.0 Illness/Medication
- 8.0 Site Visits
- 9.0 Accident Reporting
- 10.0 Training

1.0 MEMORANDUM ON POLICY ORGANISATION AND ARRANGEMENTS

It is the policy of The Focus Group that all its operations be executed at all times, in such a way as to ensure, so far as it is reasonably practicable, the Safety, Health and Welfare of all its employees, and all other persons likely to be affected by the operations. Responsibility for all matters relating to Health and Safety through the implementation of this policy rests with the Directors.

Health, Safety and Welfare is promoted at all levels. The Directors are responsible for handling the firm's Health, Safety and Welfare policy and arrangements and for ensuring the firm operates in accordance with the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992.

Focus monitors changes to legislation, regulations, Codes of Practice and other technical guidance material which are relevant to the activities of the Company. Monitoring is also used to identify any deficiencies in Health and Safety performance and enable remedial action to take place. Health and Safety inspections take place regularly as part of our standard methods of working to ensure that hazards and risks are being adequately recognised and controlled. The provision of information, instruction and training to all staff is also reviewed as part of our monitoring procedures

All employees are provided with a copy of this Policy on joining the company and following any revisions. Employees are reminded that they have a responsibility to advise the Company of any possible or potential infringement of the Act and that they are also obliged to take all reasonable precautions and measures at all times to avoid personal injury. It is important to remember that co-operation from employees and good communications at all levels of the Company are an essential part in ensuring the effectiveness of this Health and Safety Policy. The Directors/Partners are committed to regular consultation forums with employees via formal bi-annual personal development reviews, departmental meetings and monthly workplace risk assessments.

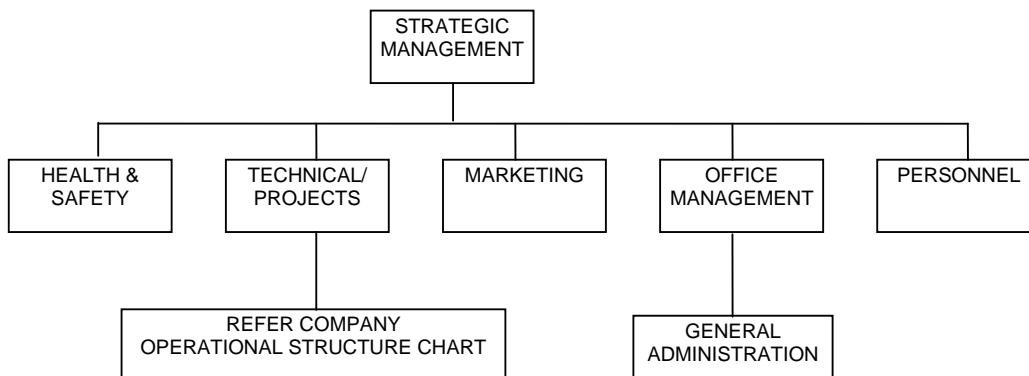
Where relevant and appropriate to their appointment, sub contractors /consultants are provided with a copy of this policy on appointment.

The Health and Safety Coordinator and provider of competent advice is Mr. Martin Hodge.



For Focus Consultants 2010 LLP
Martin Hodge MRICS BSc (Hons) Tech IOSH, Director
January 2010

2.0 ORGANISATIONAL STRUCTURE



3.0 RESPONSIBILITIES

3.1 Partners/ Directors

- a) Understand and comply with the firm's policy and appreciate the responsibility allocated to each employee.
- b) Provide satisfactory organisation, finance, arrangements and resources which allow the policy to be implemented and understood by all employees, including those with little or no understanding of the English language.
- c) Review Health and Safety issues and policy periodically and not less than annually to ensure its currency with respect to Health and Safety legislation and practices or procedures undertaken as part of the firm's normal business operation.
- d) Set a high personal standard for Safety and Health.

3.2 Project Managers

- a) Understand and comply with the firm's policy for Safety, Health and Welfare.
- b) Set a high personal standard for Safety and Health.

3.3 Office Manager

- a) Understand and comply with the firm's policy and appreciate the responsibility allocated to the staff they control.
- b) They will be familiar with and observe the Broad Requirements of the Offices, Shops and Railway Premises Act 1963, including detailed requirements relevant to work carried out under their control.
- c) They will be familiar with the "Requirements for Workstations" as laid down in the Schedule made under The Health and Safety (Display Screen Equipment) Regulations 1992.
- d) They will understand the firm's policy for Safety, Health and Welfare and appreciate individual responsibilities for the staff they control. They will ensure staff observe all legislative requirements and company rules and accept individual responsibilities. They will reprimand those whose actions constitute a danger to themselves, other staff or property/equipment.
- e) They will ensure that regular inspections take place to ensure that hazards and risks are being adequately recognised and controlled. This will include quarterly audits under ISO 9001 certification of working conditions and monthly Premises Risk Assessments.
- f) They will pay particular attention to Fire Precautions including means of escape and ensure that fire drills are carried out as detailed by the enforcement authorities.
- g) They will ensure that fire exits are clearly marked and that they are kept clear at all times.
- h) They will prevent any unnecessary storage of flammable liquids or materials. They will ensure the requirements of the C.O.S.H.H. Regulations 2002 are being observed.
- i) They will ensure regular checks are made on fire extinguishers and that staff know how to use them in an emergency.
- j) They will ensure that the office First Aid Box is kept fully stocked and that the name of the qualified First Aid Attendant is displayed for staff to see.
- k) They will maintain a positive approach to Safety and Health and make recommendations for methods of reducing potential hazards.
- l) They will ensure the office is kept clean and tidy, with all access and egress ways clear. They will see that washrooms and toilets are hygienic.
- m) They will ensure that arrangements are in place to visually inspect prior to use, to maintain and to formally test all work equipment, to include Portable Electrical Equipment.
- n) They will by example set a high personal standard for safety and health.

3.4 Administrative Staff

- a) They will appreciate they have a legal responsibility under the above act, for the safety of themselves, and their fellow employees.
- b) They will refrain from any action which might place themselves or others at risk.
- c) They will inform management of any potential hazards observed i.e. faulty wiring to office equipment, damaged flooring, stairways and any problems relating to VDU workstations.
- d) They will know their means of escape route, applicable to fire drill routine and take positive steps to familiarise themselves with company procedures regarding an emergency.
- e) They will know who to contact for First Aid treatment, or in the event of an accident.
- f) They will ensure that facilities provided are not abused, and they will assist by keeping offices tidy, and access ways clear.
- g) They will maintain a positive approach to Safety and Health, and advise new and inexperienced staff.
- h) They will make recommendations for methods of reducing potential hazards.
- i) They will report all accidents however trivial to management in accordance with legislative and company requirements.

3.5 Health and Safety Representatives and Risk Assessments

Health and Safety Representatives have responsibilities for the provision of risk assessments are detailed below:

- a) Overall responsibility company-wide for all Health and Safety matters, including risk assessments, both in the workplace and in relation to our service provision
Martin Hodge BSc (Hons) MRICS, Tech IOSH
Associate Member of the Institution of Occupational Safety and Health
Director, Chartered Building Surveyor, CDM Co-ordinator
- b) Health and Safety Representative and responsible for personal protective equipment
Paul Watkin BSc (Hons) MRICS, Tech IOSH
Senior Building Surveyor, CDM Co-ordinator
- c) Competent Person in relation to Fire Risk, responsibility for company surveying and related equipment,
James Baker BSc (Hons) MRICS, Tech IOSH
Senior Building Surveyor, CDM Co-ordinator
- d) Responsibility for Premises Risk Assessments
Claire Hopkin, Receptionist.

4.0 **FIRE**

4.1 In the event of a fire, all persons within the building shall comply with the "Fire Action" instructions below:-

IF YOU DISCOVER A FIRE:

- a) Immediately operate the nearest fire alarm call point.
- b) Attack the fire if possible with appliances provided but without taking personal risks.

ON HEARING A FIRE ALARM:

The senior person present will call the fire brigade immediately.

- a) Give operator your telephone number and ask for fire.
- b) When the fire brigade replies give call distinctly

Fire at: Focus House
 Millennium Way West
 Phoenix Business Park
 Nottingham
 NG8 6AS.

Do not replace receiver until the address has been repeated by the fire brigade.
Call fire brigade immediately to every fire or suspicion of fire.

Leave the building and report to person in charge of assembly point at:

Car Park in front of the building.

The senior person will take charge of any evacuation and ensure that no one is left in the office area.

Close but do not lock all windows and doors.
Do not stop to collect personal belongings.
Use nearest available exit.
Do not re-enter building.
Familiarise yourself with the location of the nearest fire exit.

4.2 Fire alarm sounders are situated in the offices on each floor, landing/ lobby areas, toilets and kitchen areas on each floor.

4.3 Fire Doors

- i) Fire doors must on no account be left open or held open with any object or device.
- ii) Fire exits - there are two fire exits; at the front and side of the building on the ground floor.

5.0 **FIRST AID**

The firm will give every reasonable encouragement and assistance to employees wishing to undertake recognised first aid courses.

The First Aid box is to be found in the following location:

In the Administration Office

All employees should make a point of familiarising themselves with the actual position of the First Aid Box and its contents, including the "General First Aid guidance notes" leaflet.

It is important to remember that in the event of any injury, minor or otherwise, the Office Manager is informed at once.

The firm has two Appointed First Aiders, Jessica Bullers and Lorraine Wallis.

6.0 **OFFICE ENVIRONMENT**

6.1 **Hazards**

Specific attention is drawn to the following points:

- i) **Gangways/Passageways/Corridors/Open Spaces/Staircases**
Must be kept clear at all times of all obstacles.
- ii) **Oil, etc.**
Any spillage of oil, grease, other deposit, or liquid that is likely to cause a fall or other such accident must be wiped up immediately.
- iii) **Chemicals**
Where chemicals, acids, etc. are used it is vital to:
 - a) exercise extreme caution in handling and wear the required protective clothing;
 - b) follow the appropriate printed directions for use as indicated, at all times;
 - c) understand fully that delay in treating accidents involving chemicals can be extremely serious;
 - d) ensure that all chemicals are properly and securely stored when not in use.

6.2 **Electrical Faults**

Electrical faults must be immediately reported to the Office Manager. Under no circumstances are employees to attempt to repair any electrical fault.

6.3 **Housekeeping**

- a) The office must be kept clean and tidy at all times.
- b) Liquids, including drinks, should not be placed adjacent electrical equipment.
- c) The Office Manager shall instigate regular safety checks. Employees must report potential hazards immediately.

7.0 ILLNESS/MEDICATION

Where employees are receiving prescribed drugs or suffer from allergies or other ailments they are advised to notify the Office Manager in order to assist in any medical treatment given. Such information as is given to the Office Manager will be treated in the strictest confidence.

8.0 SITE VISITS

8.1 Traveling and Procedures on Site

When traveling to and from site avoid:

- ♦ driving too fast, too long or when tired.
- ♦ use of hand held car telephones or dictaphones whilst on the move.

Staff shall wear the personal protection equipment with which they are provided at all times when on site. Staff shall report to the Contractor's site office, immediately upon arrival at site. If site offices have not been established the member of staff shall report to the Contractor's Senior Site Representative. The Contractor's Health and Safety Policy shall be complied with at all times whilst on site.

8.2 Existing Buildings

When on site staff will note the following which may create danger and take all reasonable steps to avoid personal injury.

a) **Structures**

The chance of partial or total collapse of:

- ♦ Chimney stacks, gable walls or parapets.
- ♦ Leaning, bulged and unrestrained walls (including boundary walls).
- ♦ Rotten or corroded beams and columns.
- ♦ Roofs and floors.

b) **Timbers**

- ♦ Rotten and broken floors and staircases. Flimsy cellar flaps and broken pavement lights.
- ♦ Floorboards, joists and buried timbers weakened by age, decay or attack.
- ♦ Projecting nails and screws. Broken glass.
- ♦ Glazing in windows and partitions may be loose, hinges and sashcords weak or broken. Glass panels in doors and winglights may be painted over.

c) **Roofs**

- ♦ Fragile asbestos cement and plastic coverings.
- ♦ Fragile rooflights (often obscured by dirt or temporary coverings).
- ♦ Low parapets or unguarded roof edges. Loose copings.
- ♦ Rusted, rotten or moss covered fire escapes, access ladders and guard rails.
- ♦ Rotten roof deckings and joists.
- ♦ Slippery roof coverings (slate, moss or algae covered slopes).
- ♦ Broken access hatches.

- ♦ Mineral wool dust, mortar droppings and birds' nesting material and excrement in roof voids. Cornered birds and vermin.
 - ♦ Insects, bugs and lice. Bee and wasp colonies.
 - ♦ Water cooling plant may harbour legionella.
 - ♦ Unguarded flat roofs.
 - ♦ Broken, loose, rotten and slippery crawling boards and escape ladders.
 - ♦ Weak flat roofs and dust covered rooflights.
 - ♦ Slippery roof surfaces.
 - ♦ High winds during roof inspection.
 - ♦ Ill-secured or flimsy, collapsible, sectional or fixed loft ladders.
 - ♦ Concealed ceiling joists and low purlins.
 - ♦ Ill-lit roof voids.
- d) **Unsafe Atmospheres**
- ♦ Confined spaces with insufficient oxygen including manholes, roof voids, cellars, vaults, ducts and sealed rooms.
 - ♦ Rotting vegetation which may consume oxygen and give off poisonous fumes.
 - ♦ Accumulation of poisonous or flammable gases in buildings on contaminated land.
 - ♦ Stores containing flammable materials such as paint, adhesives, fuel and cleaning fluids.
 - ♦ Hazardous substances, including toxic insecticides and fungicides.
 - ♦ Gas build up in sub-floor voids.
- e) **Danger from Live and Unsecured Services**
- ♦ Electricity, gas, water and steam supplies.
 - ♦ Awkward entrances into sub-stations and fuel stores.
 - ♦ Temporary lighting installations: mains connections and generators.
 - ♦ Buried cables and pipes.
- f) **Hidden Traps, Ducts and Openings**
- ♦ Lift and services shafts, stairwells and other unguarded openings.
 - ♦ Manholes, including those obscured by flimsy coverings. Cesspools, wells and septic tanks.
- g) **Intruders and Others**
- ♦ Physical damage from squatters and vagrants. Guard dogs.
 - ♦ Health risks (including aids) from discarded syringes and condoms.
 - ♦ Structures weakened by vandalism or arson.
 - ♦ Aggressive tenants and property owners.
- h) **Contamination**
- ♦ Asbestos, lead and other substances hazardous to health.
 - ♦ PCB and PCN chemicals in electrical transformers and capacitors in fluorescent lighting fittings.
 - ♦ Overhead electrical cables.
 - ♦ Contaminated water supplies.
 - ♦ Contaminated air conditioning systems (legionella).

- i) **Vermin and Birds**
- ♦ Rats and mice. Weil's and other diseases.
 - ♦ Bird guano.
 - ♦ Lice may be present in bedding, soft furniture and carpets.

8.3 **Construction**

- ♦ Slips, trips and falls.
- ♦ Unsafe scaffolding and ladders.
- ♦ Deep unsafe or unsupported excavations.
- ♦ Cranes and overhead hazards.
- ♦ Uneven ground.
- ♦ Discarded materials specially those with projecting nails.
- ♦ Electricity.
- ♦ Unsighted and reversing vehicles.
- ♦ Inspecting highways or vehicle access points without illuminated clothing and hazard signs.
- ♦ Hot bitumen and asphalt.
- ♦ Wet surfaces.

8.4 **Mining or Similar Sites**

- a) **Land and Property Damaged by Mining Subsidence**
- ♦ Uneven ground surfaces and paved areas.
 - ♦ Loose or structurally sound walls, floors, roofs, fixtures and fittings.
 - ♦ Gas leaks.
 - ♦ Fissuring.
- b) **Mine Shafts and Adits and Shallow Mine Workings**
- ♦ Unstable ground around the shaft/adit.
 - ♦ Possible existence of nearby shafts with disturbed cappings and filling which may have a potential for collapse.
 - ♦ Toxic and explosive gases emanating from the shaft or adit.
 - ♦ Pitfalls and crown holes associated with old shallow underground mining activities.
 - ♦ Danger from the mining operation and machinery.
- c) **Quarries**
- ♦ Pitfalls and shallow mining.
 - ♦ Steep and/or unstable quarry faces and benches.
 - ♦ Danger of loose material falling from above.
 - ♦ Moving parts of machinery.
 - ♦ Unguarded electrical and compressed air equipment.
 - ♦ Blasting.
 - ♦ Mobile excavations and large earth transporters.
 - ♦ Elevated walkways, stagings, platforms and ladders.
 - ♦ Hot surfaces at coating plants, etc.
 - ♦ Slurry ponds, lagoons, tanks and other filled areas.
 - ♦ Noisy and dusty conditions.
 - ♦ Railways and internal haul roads.
 - ♦ Danger from the quarrying operation and mobile plant.

d) **Tips and Land Reclamation Sites**

- ♦ Unstable slopes and ground.
- ♦ Water lagoons, ponds and other water filled areas.
- ♦ Slurry and quicksand areas.
- ♦ Burning areas where tips are heating or on fire.
- ♦ Hazardous or harmful chemicals, liquid matters and wastes, contaminated land.
- ♦ Explosive and toxic gases and vapours.

9.0 ACCIDENT REPORTING

The firm has a responsibility to comply with "The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1999". All accidents or near accidents shall be reported immediately to the Office Manager who will record the same in the firms "Accident Book". This book is maintained by the Office Manager and is located in his/her desk. It is essential that details of accidents or injuries are recorded as soon as possible after the event.

Martin Hodge, company Health and Safety Advisor, is responsible for ensuring incidents are reported correctly and in accordance with RIDDOR. The accident investigation will establish if there is a need to report under the RIDDOR regulations. Any accident or incident to an employee where there is a fatality, major injury, prescribed disease or dangerous occurrence or an accident which results in an employee taking more than 3 days off work is reported to the Health and Safety Executive on a F2508 form by the quickest means possible in accordance with statutory requirements. The online F2508 forms or direct telephone numbers are considered the quickest methods.

The firm has a duty to inform the Health and Safety Executive as soon as possible by telephone on 0115 9712800, in the event of death or of serious injury or of a dangerous occurrence and to formally report to HSE, City Gate West, Level 6 (1st Floor), Toll House Hill, Nottingham NG1 5AT.

10.0 TRAINING

The provision of Health and safety related training is reviewed during monthly Management Meetings and as part of bi-annual personal development staff reviews. The Directors and the Office Manager organise in-house and external training in accordance with agreed training programmes and with the introduction of new procedures or legislation to ensure that employees, particularly those concerned with health and safety, are fully conversant with current legislation and regulations enabling them to provide a comprehensive, competent and relevant service.

Health and safety induction training is provided on commencement of employment in accordance with the organisation's internal procedures to ISO 9001 standard.

Records of all Health and Safety related training, including course feedback are retained in individual personnel files and on the organisation's training register.

Where reasonably practicable the firm will consider any request from an employee to attend a recognised health and safety course. The firm actively encourages its employees in self-improvement and education generally.