

## HEALTH & SAFETY

### HEALTH & SAFETY POLICY OF KEMSLEY LLP IN ACCORDANCE WITH THE REQUIREMENTS OF THE HEALTH AND SAFETY AT WORK etc ACT 1974

#### POLICY STATEMENT

The Directors undertake to maintain a safe and healthy environment for staff, contractors and visitors to office premises, so far as reasonably practicable to comply with the Health and Safety at Work Act 1974 and applicable regulations. This policy describes the administration in place to achieve this objective, which will be regularly reviewed and revised to maintain effectiveness. It is the duty of employees and contractors to contribute responsibly and actively to administration requirements to maintain a safe working environment.

#### RESPONSIBILITIES

- 1.0 Overall and final responsibility for health and safety lies with The Directors.
- 2.0 Health and safety management is assigned to the HR Group, monitored by the H&S Officer.
- 3.0 The H&S Officer is responsible for risk assessments, reporting results and monitoring.
- 4.0 Team Leaders identify safety issues and training required to ensure safe systems of work.
- 5.0 The Practice Manager will arrange staff training including induction training for new staff.
- 6.0 Nominated personnel appointed first aid and fire safety roles report to the H&S Officer.
- 7.0 Staff are responsible for their own health and safety as well as that of others and must promptly report any matter of concern to the H&S Officer. Failure to do so will lead to disciplinary action.

#### ADMINISTRATION

- 1.0 Significant hazards relating to our work activities are identified within the 'Hazards' section of this policy. These will be updated as necessary, in light of new circumstances and information affecting health and safety.

In all circumstances the staff priority is to ensure the safety of themselves and others, and take every sensible precaution.

- 2.0 Nominated personnel and responsibilities are identified within the 'Health & Safety Nominated Personnel' section of this policy and office notice boards, updated as necessary.
- 3.0 Contractor requirements are identified within the 'Contractors' section of this policy. Prior to commencing work, contractors must be listed on the Firm's 'Approved Contractor' listing to confirm that records are held to verify appropriate insurance, health and safety compliance, trade membership, training and competence, and contractor performance.

Contractors must comply with the aims of the Firm's Health & Safety Policy as a condition of their contract.

- 4.0 Health and safety training will be provided where requirements are identified, for example by Team Leaders and staff where job descriptions include H&S responsibilities, for H&S nominated personnel and in response to recommendations resulting from risk assessments.

H&S related guidance documents and information will be held on the intranet.

## **HAZARDS: office and personal safety**

### **Offices**

- Risk assessments will be undertaken annually and as necessary. Results will be published.
- Fire drills will be undertaken six monthly and as required, with results recorded.
- Exits must be clearly marked and kept clear and fire doors kept shut at all times.
- Smoking on the firm's premises and in vehicles used for work purposes is prohibited.
- Potentially hazardous materials in each office will be recorded in the office Health & Safety file.
- Exercise care when using cleaning products, kitchen equipment and shredding equipment.
- Office equipment will be appropriately maintained. Faults must be reported to Practice Manager.
- Refer to appropriate guidance before lifting / moving equipment, furniture, stationery or ladders.
- Visitors will sign in / out at reception and receive fire evacuation guidance cards.
- Portable appliances are tested annually. No personal items may be brought to the office.

### **Surveying safely**

- Establish protective clothing requirements prior to visiting sites (supplies are held at offices).
- Safety helmets/ footwear must be worn on construction sites, scaffolded and refurbishment works.
- Hazards: dogs, chemicals, unsafe environment, high structures, risk of falling/ tripping, poor lighting, live cables, fragile structures, asbestos, clinical waste, lone working, extreme weather.
- Ensure you are familiar with the RICS guidance note 'Surveying Safely'. Assess risks on arrival and if safety could be compromised, discuss with your Team Leader before proceeding.
- Ensure you are familiar with HSE guidance 'Safe Use of Ladders and Stepladders'. Ladders must be checked before use, set at the correct angle, and where appropriate, suitably secured.
- Director approval must be sought for staff and students under age 18 to accompany surveyors.

### **Extreme weather conditions**

- If unable to travel to work or delayed, ring the office, advise Chelmsford reception / update messages. Team Leaders will advise if you can work from home, take holiday or unpaid time off.
- Appointments: check that the person you are meeting is able to attend.
- Directors may close office(s) early during bad weather conditions, as communicated by email.

### **Personal Safety**

To ensure staff whereabouts are known, diarise appointments with contact name / telephone. Log in / out at reception advising destination and expected return. Advise if you will arrive late (for appointments straight from home in the morning) or, in the case of an evening appointment, telephone to 'sign off'

### **Driving**

Vehicles must be maintained in a roadworthy condition, driven legally and responsibly according to the Highway Code within appropriate speed limits. Drivers must be physically fit, not affected by drink, drugs or medication causing drowsiness, have regular eye tests and wear glasses if prescribed.

### **Mobile phones**

Mobile phones must not be used whilst driving. As information on the safety of mobile phones/headsets is inconclusive, calls should be kept to a minimum. Headsets may be obtained from the Practice Manager.

### **Display screen equipment (VDUs) / Eye Tests**

Staff must follow guidelines provided to set up workstations correctly, respond to annual surveys, and vary work activities to allow time away from VDUs. If glasses are prescribed for VDU use these must be worn. Eye test vouchers must be requested from the Practice Manager before booking at Specsavers.

## NON-CONTRACTUAL - DISCRETIONARY

HEALTH & SAFETY NOMINATED PERSONNEL as at March 2012
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<b>Health &amp; Safety Officer</b>	<b>Christina Woolmer</b>
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### CHELMSFORD OFFICE

Fire Officers	Steven Bradd & Christina Woolmer
First Aider	Christina Woolmer
Location : First Aid Box & Accident Book	Management Department (Christina)
Assembly place in the event of fire	Front of building
Fire Marshalls	A Weston, L Preen, R Fenner, C Woolmer, S Barrell.

### BASILDON OFFICE

Fire Officers	Julie Bilson & Mark Critcher
First Aider	Ann West
Location : First Aid Box & Accident Book	Kitchen
Assembly place in the event of fire	Entrance Gate to Capricorn Centre
Fire Marshalls	J Bilson, M Critcher.

### ROMFORD OFFICE

Fire Officers	Liam Panormo, Sarah Lines
First Aider	Chris Tidder
Location : First Aid Box & Accident Book	1 <sup>st</sup> floor reception filing cabinet
Assembly place in the event of fire	Rear car park
Fire Marshalls	S Lines, S Taylor, C Tidder, L Panormo

### LONDON OFFICE\*

Fire Officer	Steve Metcalfe, Mike Lawrence.
First Aider	Steve Metcalfe
Location : First Aid Box & Accident Book	Desk of Steve Metcalfe
Assembly place in the event of fire	Montezuma's Chocolate, 51 Brushfield Street.
Fire Marshalls	Steve Metcalfe, Mike Lawrence.
*This is a multi-occupied and managed premises. Fire drills carried out by Metro Security.	

<b>Nominated Personnel Responsibilities</b>
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Nominated Personnel are appointed to assist in H&S however personal safety and safety of others remains paramount. Never tackle a fire alone. Use extinguishers ONLY if the fire is blocking your exit and minor / below waist height. Report missing persons/ information to assist firefighters to Fire Officer.

#### **Fire Officers**

Receive training from H&S Officer.

Weekly: check alarms, record.

Six monthly: carry out fire drills, record. Forward records to H&S Officer.

Generally: ensure fire notices are displayed, exits remain clear, emergency procedures remain valid.

#### **Fire Marshall**

Receive training from H&S Officer.

Ensure everyone in your area leaves the building. Shut doors / windows on exit if safe to do so.

#### **First Aiders**

Receive external training to maintain certificate (arranged by Practice Manager).

Ensure equipment remains in date.

Record incidents / near incidents and relay to Local Director / H&S Officer / Practice Manager.

## HEALTH & SAFETY

### CONTRACTORS

Contractors must comply with the aims of the Firm's Health & Safety Policy as a condition of contract.

#### **Contractor responsibilities:**

- 1 Prior to commencing work, contractors must be listed on the Firm's 'Approved Contractor' listing to confirm that records are held to verify appropriate insurance, health and safety compliance, trade membership, training and competence, and contractor performance.
- 2 Ensure full compliance with health and safety legislation, building regulations and other Local Authority and statutory requirements.
- 3 Comply with the Firm's Privacy Policy and Anti-Corruption Policy ([www.kemsley.com](http://www.kemsley.com))
- 4 Forward appropriate health and safety documentation prior to commencement, including method statements and associated risk assessments.
- 5 Promptly comply with instruction of Kemsley LLP employees where it affects health and safety.
- 6 Ensure personnel are competent and provided with all necessary health and safety training, personal protective clothing and equipment.
- 7 Maintain all portable tooling and other plant and equipment in good working order and in the case of lighting appliances and electrical equipment, evidence held to verify correct testing and certification.
- 8 Materials or substances brought to the Firm's offices must be correctly labeled in approved containers. Such materials or substances must be advised to the Health & Safety Officer with an appropriate C.O.S.H.H. assessment to ensure that the substance poses no risk to health or safety of those affected by its use and that the correct storage and fire precautions are adequately catered for.
- 9 Maintain work areas in a safe condition and storage areas kept clean, tidy and free from hazards.
- 10 Further health and safety matters identified within the purchase order are a requirement of H&S policy requirements.
- 11 The Firm has a duty of care to report serious health and safety breaches to the Health & Safety Executive.