

**PATRICK
PARSONS**

CREATING PLACES  FOR FUTURE GENERATIONS TO THRIVE

Health & Safety Policy

Version 19

for

**PPCP Ltd
t/a Patrick Parsons**

July 2023

Health & Safety Policy
Version 19
for
PPCP Ltd t/a Patrick Parsons

Should you have any queries relating to this document please contact:

Stephen Grindley
PPCP Ltd t/a Patrick Parsons
40 St Paul's Square
Birmingham
B3 1FQ

T: +44 (0)121 592 0000

E: stephen.grindley@patrickparsons.co.uk

Revision	Date of issue	Comments	Prepared By	Checked By
V8		Version 8	HMCG	PVS
V9	01.05.15	Updated to take into account changes	HMCG	PVS
V10	04.08.16	Updated with external consultants	HMCG	PVS
V11	01.03.17	Updates: organogram, H&S	JCH	GVR
V11.1	22.5.17	To include Manchester (BCM)	JCH	GVR
V11.2	24.10.17	To include Birmingham (THDA)	JCC	GVR
V11.2	24.10.17	Updated contact details for Jenny	JCC	GVR
V12	11.06.18	References to 4See Ltd amended to Four Group including organogram	JCC	GVR
V12.1	06.11.18	Changes to H&S coordinator and Birmingham H&S representative	HM	GVR
V13	02.01.2020	Removal of Manchester, Chester and Glasgow offices Update of ISO logos to Ocean Changes to H&S Co-ordinator Changes to organogram Change to registered address	SB	GVR
V14	21.02.2020	Removal of Newcastle office Changes to registered address Addition of Appendix B	JC	GVR
V14a	07.07.2020	External consultant name change	JC	GVR
V15	10.08.2020	Constructionline Gold & Acclaim accreditation and logos added	JC	NH
V15	10.08.2020	Director responsible for H&S changed to Neil Hobbs	JC	NH
V15	10.08.2020	Director's Statement updated	JC	NH
V15	10.08.2020	Incident reporting flowchart	JC	NH
V15	10.08.2020	H&S organogram	JC	NH
V16	22.09.2020	Mark Cook & Thomas Heath added to H&S Committee	JC	NH
V17	02.06.2021	Company name changed to PPCP, Mark Cook removed from H&S Committee	JC	NH
V17a	15.09.21	Rebrand, Gateshead removed	JC	NH
V18	12.01.22	Director name changes	JC	NH
V19	26.07.23	Annual review	JC	SG

Contents

1.0	Our Proposal	1
2.0	Health and Safety Policy Statement	2
3.0	Induction and Consultation with Employees.....	4
4.0	Responsibilities	6
5.0	Training and the Maintenance of Competency.....	10
6.0	Risk Assessment and Method Statements	11
7.0	Duties Required under Construction (Design and Management) Regulations Act 201514	
8.0	Personal Protective Equipment.....	17
9.0	Reporting of Accidents	18
10.0	Visiting Redundant or Derelict Premises.....	19
11.0	Working in Hospitals.....	20
12.0	Monitoring at the Workplace	21
13.0	Driving When Working for Patrick Parsons	22
14.0	Protection of the Public and/or Non-Employees	23
15.0	Employment Status (if appropriate to the Client).....	24
16.0	Temporary/Short Contract and/or Agency Workers.....	25
17.0	Occupational Health & Stress	26
18.0	New or Expectant Mothers	27
19.0	Employment of Personnel with Disabilities.....	28
20.0	Young Persons and Work Experience Placements	29

Appendix A Incident Reporting Flowchart

Appendix B Incident Reporting Form

Appendix C Health & Safety Organogram

Director's Statement

The Directors of PPCP Ltd t/a Patrick Parsons believe that health and safety at work is of prime importance in the conduct of the company's activities and affairs.

It is the declared policy of the company that it has a continuing programme for the systematic development of standards and procedures concerned with the prevention of accidents and damage to health.

The active application of these standards and procedures is recognised as an integral part of effective resource management and personnel protection at all levels.

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, this policy and the way in which it has operated will be reviewed annually.

Signed:



Stephen Grindley

Director Responsible for Health and Safety

PPCP Ltd t/a Patrick Parsons

July 2023

1.0 Our Proposal

1.1 Location

PPCP Ltd t/a Patrick Parsons is a consulting engineering practice with approximately 120 employees. We have four UK offices located in Birmingham, London, Wakefield and Ash Vale.

When visiting a construction site Patrick Parsons staff are visitors to the site and must strictly abide by the instructions of the contractor, who has responsibility for Health and Safety of the site.

1.2 Tasks

The bulk of a normal day is spent working within an office environment including meetings, computer work and design work at drawing boards. Occasionally, staff may visit other premises for meetings, or sites in order to carry out visual surveys or inspections of work in progress by contractors.

Normal duties do not include any heavy lifting or contact with hazardous substances.

1.3 Equipment

No special equipment or hazardous materials are used within the office environment.

2.0 Health and Safety Policy Statement

- 2.1 The Directors believe that commercial and industrial Health and Safety is of prime importance in the conduct of the company's activities and affairs.
- 2.2 The company has obtained and maintains Constructionline Gold and Acclaim (SSIP).
- 2.3 The company have a commitment to continual improvement, and they will always seek to:
- Command and highlight good practice
 - Incentivise good performance and conduct
 - Set targets and goals, and actively communicate this to their staff
- 2.4 This policy document has been prepared to define the way that Patrick Parsons intends to manage 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 the organisation and arrangements set up to carry out that policy.
- 2.5 It is the policy of the company to ensure that, as far as is practicable, every reasonable step is taken to ensure the health, safety and welfare at work of all employees and those members of the public who may be affected by the company's operation. Specifically, the company recognises its responsibilities to:
- Provide and maintain safe and healthy work methods, procedures, work areas, premises and equipment thereby minimising the risk of personal injury, accident, and damage to property
 - Ensure that all relevant statutory regulations and changes in these regulations are followed in respect of health and safety at work
 - Provide adequate information, training and supervision in order that all employees are aware of the fire safety, health precautions and hazards to enable them to carry out their work safely and effectively
 - Provide proper measures for fire protection, fire prevention and firefighting and evacuation systems in the event of any emergency
 - Provide appropriate first aid facilities to safeguard the health and safety of all employees
 - Provide all necessary personal protective equipment (PPE) and clothing as may be required under existing enactments which are relevant to statutory provision to the Health and Safety at Work act 1974 where safety equipment and clothing are provided for office or site use
 - Institute and maintain a procedure for reporting all accidents and near misses and carrying out investigations
 - Identify a Health and Safety Co-ordinator within the company to monitor and administer the Health and Safety Policy of the company
 - Take such precautions as will ensure that the company's activities do not endanger the health and safety of persons not employed by the company and ensure that subcontractors and visitors to the premises are aware of their obligations under the Health and Safety at Work Act.

2.6 Both under existing legislation and the company's Health and Safety Policy, it is the duty of each employee to:

- Work safely at all times and observe all safety regulations appropriate to their job and place of work
- Co-operate with the company and its clients in meeting statutory requirements
- Use or wear protective clothing or equipment where necessary and where provided
- Report all accidents to persons or property, or incidents/hazards likely to cause injury/damage to the Director responsible for health and safety so that effective preventative action may be taken and share these incidents and actions with the staff
- Co-operate in the investigation of accidents and dangerous occurrences however trivial
- Not interfere with or misuse any facilities, equipment or apparatus provided for health, fire, safety and welfare purposes
- Familiarise themselves and comply with the company's health and safety procedures.

3.0 Induction and Consultation with Employees

- 3.1 As soon as is reasonably possible following appointment, all staff including temporary, permanent and freelance staff shall be introduced to the health and safety system using the following checklist:
- Location of Health and Safety Policy and all written documentation particularly risk assessments
 - Location of First Aid Kit and Accident Book
 - Location of Health and Safety Executive (HSE) poster and insurance details displayed
 - Location of fire procedure notice, positions of emergency exits and fire drill procedures
 - Provision of protective clothing for visits to construction sites
 - Behaviour on site, following contractor's instructions
 - Provision of adjustable chairs, footrests, position of VDUs
 - Recommended frequency of breaks, eye tests, lighting levels to avoid eyestrain
 - Approach to lone working on site - mobile phones and staff pairing
 - CDM Designing for safety – included within written office procedures.
- 3.2 Organising for Health and Safety and consultation with employees.
- 3.2.1 Organising for Health and Safety is the process of designing and establishing the responsibilities and relationships which form the social environment in which work takes place.
- 3.2.2 A culture which promotes safe and healthy working is crucial to the proper implementation and continued improvement of safety policies. Control is the foundation of a positive health and safety culture and control is achieved by securing the commitment of employees to clear health and safety objectives.
- 3.2.3 The Directors take full responsibility for controlling all those factors which could lead to ill health, injury or loss. Directors provide clear direction and take responsibility for the working environment. However, health and safety is not the sole responsibility of the Directors. All employees should take responsibility for carrying out tasks in a safe manner.
- 3.2.4 Please refer to the organogram as shown in Appendix A to show the hierarchy and responsibilities for the implementation of this health and safety policy within the company.
- 3.2.5 PPCP receive health and safety advice from Raven H&S Consultant who are an external consultant. They provide us with 24-hour technical support, bi-monthly newsletters and ad-hoc safety updates. Stephen Grindley is the with overall responsibility for Health and Safety within the company and liaises closely with the H&S Consultant.
- 3.2.6 PPCP recognises its duty to consult with employees or representatives of employees on matters of a health and safety nature in accordance with Health and Safety (Consultation with Employees) Regulations 1996. PPCP will consult with employees or representatives of employees on:
- The introduction of any measure at the workplace which may substantially affect the health and safety of employees

- Arrangements for appointing or nominating competent persons in accordance with Management of Health and Safety at Work Regulations 1999
- Any health and safety information required to be provided to employees by or under relevant statutory provisions
- The planning and organisation of any health and safety training required to be provided to employees by or under relevant statutory provisions
- The health and safety consequences for employees on the introduction (including the planning thereof) of new technologies into the workplace.

3.2.7 When consultation with employees is required the company will either consult directly with all involved or where practical to do so a nominated representative speaking on behalf of all employees from a specific group. When consultation is with a representative of employees the company will:

- Inform employees of the name of the individual representing them and the group of employees being represented
- Provide training to the representative to perform that function
- Permit representatives to take such time off with pay and during working hours as shall be necessary for that representative to perform that function
- Provide facilities, reasonably required, to the representative to perform that function.

3.2.8 Health and Safety forms part of the agenda at the SPT and Board Meetings and the outcome from these meetings is disseminated to staff at weekly discipline meetings (either face to face or via conference calls).

3.2.9 Safety Committee meetings are held on a 6-monthly basis.

3.2.10 All health and safety documentation / news are also uploaded onto our company Intranet (One Team).

3.2.11 Patrick Parsons have subscribed to IHS CIS online service. The Construction Information Service (CIS) is an online tool delivering current regulations, construction standards and industry news covering building, engineering, design and construction processes. Users have access to full text copies of British Standards, CIBSE documents plus technical data from 500+ publishers etc. All employees have their own unique log in to access the information.

4.0 Responsibilities

4.1 Responsibilities of the Managing Partner

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.

4.2 Responsibilities of the Director Responsible for Health and Safety

To ensure that the policy supported by any additional instructions, procedures or other organisational arrangements, is implemented on a day to day basis.

To bring to the attention of the Senior Partners Team any health and safety matter which may have an adverse effect on the company, its employees or anyone else who could be affected by the company's activities.

4.3 Responsibilities of Project Directors and Project Managers

To read and understand the company's Health and Safety Policy and comply with the prescribed arrangements.

To 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, safety and environmental legislation, are complied with as they apply to company activities.

To ensure the health, safety and welfare at work of employees under the control of the company and of contractors or suppliers working on the company's premises on behalf of the company by providing and maintaining:

- i safe places of work and safe access/egress
 - ii safe systems of work
 - iii adequate levels of supervision, training, instruction, information
 - iv relevant risk assessments
 - v safe work equipment
 - vi adequate personal protective clothing and safety equipment
 - vii adequate welfare facilities
 - viii safe methods of handling, transporting stores and equipment
 - ix accurate health and safety records
 - x medical surveillance (where the nature of the work being carried out requires it)
- To ensure all employees are aware of and have knowledge of, their health and safety responsibilities while undergoing their tasks and that they do not place themselves at risk
 - To employ best practice, as defined by the company and any relevant bodies, at all times with regard to work activities
 - To set a personal example and carry out their own work in a safe manner using personal protective equipment issued by the company as necessary

- To ensure that other people, including visitors and members of the public, are not placed at risk as a result of the company's activities
- Where the company is in control of premises, to ensure that others who visit such location(s) are kept free from risk from either the premises or equipment within
- To ensure that the requirement of Health and Safety legislation, e.g. Construction (Design and Management) Regulations (CDM) are complied with
- To provide information to enable the Construction Phase Health and Safety Plan to be developed and kept up to date during the contract phase
- To ensure that when required a Site Waste Management Plan (SWMP) has been produced for the project that the plan is revised and updated throughout the life of the project
- To ensure that site management comply with the requirements set by this policy, site safety management plan and SWMP and all documentation records are kept
- To ensure that all accidents are reported to the enforcing authority in compliance with RIDDOR and investigations are carried out to prevent any re-occurrence
- To bring to the attention of the Director responsible for health and safety, issues relating to safety on the site and to make them aware of visits made by the enforcing authorities
- To ensure that recommendations made by the Client or external health and safety consultants are complied with
- To appoint a competent/trained person to manage the site during absence of the Site Manager
- To ensure that all "contractors/suppliers" have been vetted prior to being employed on each project, subject to our prior knowledge and experience of them.

4.4 Responsibilities of Site Supervising Engineers/Surveyors

- Set a good example to other employees by following company instructions, guidelines and arrangements when working
- Ensure workplaces are inspected regularly
- Monitor waste disposal procedures
- Ensure Risk Assessments and Method Statements (RAMS) are in place and that control measures that have been identified are being correctly implemented
- Ensure the correct PPE is being worn and used correctly
- Ensure any equipment is used in a safe manner
- Liaise with the Principal Contractor's Site Manager and Patrick Parsons' employees on health and safety issues
- If PPCP are the Principal Contractor, then we need to carry out site safety inductions of all sub-contract staff to ensure that they are aware of all site risks and hazards of the tasks that they are involved in as highlighted in our RAMS and that they have appropriate PPE and that their equipment is fit for purpose and well maintained
- All sub-contractors must sign our risk assessment documents to ensure that they have fully understood the risks and that they take responsibility for their own safety on site and the health and safety of other site operatives whether in their employment or not.

4.5 Responsibilities of all Employees

- To read and understand this policy, and comply with the prescribed arrangements and objectives
- To comply with RAMS which apply to their work activities

- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare
- To use PPE issued by the company where and when required
- To use work equipment only as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted. Damage to equipment should be notified to a Manager/Supervisor immediately
- 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/Supervisor, including those where no injury occurred
- To comply with any reasonable instructions given by Directors or appointed persons on matters of health and safety, for example: The Fire Marshals.

4.6 Responsibilities of First Aiders

- To provide first aid to employees and others, as trained
- To ensure that first aid kits are maintained and that accidents are recorded in the accident book and within the company's reporting system
- To assist in the reporting of serious accidents to management notably with RIDDOR reporting and where required, assist in any accident investigation.

4.7 Responsibilities of Fire Marshals

- To contribute to the management and enforcement of Patrick Parsons fire procedures
- To ensure that the means of escape are clear and free of obstructions by carrying out regular inspections
- To ensure that firefighting equipment, signage and fire evacuation procedures are in place/ displayed and not misused
- On hearing the fire alarm:
- Supervise the evacuation of personnel from their area
- Check all rooms, stores, toilets to ensure full evacuation.

4.8 Responsibilities of Plant/Equipment Operators

- Not to operate any piece of plant, machinery or equipment unless trained and competent to do so
- To comply with RAMS which apply to their work activities
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- To ensure all plant/machinery is subject to a visual inspection before use and that the inspection is recorded
- To ensure plant/machinery is operated in a safe and controlled manner, with consideration given to operatives and members of the public at all times.

4.9 Responsibilities of Raven H&S Consultant

- Advise Patrick Parsons on the need to prepare, distribute and review this Policy
- To provide advice in accordance with the Service Level Agreement on the following:
 - Ensuring a positive health and safety culture is established and maintained
 - Effective communication of health and safety issues
 - Legal requirements affecting health, safety and welfare
 - Adequate standards of personal protective clothing and equipment

- Working methods, equipment or materials which could reduce risks
- Potential hazards in the workplace
- Health and safety factors affecting the selection of plant and equipment
- Specialist services including substances hazardous to health, noise, asbestos removal and the application of new and current legislation.

Where requested:

- Carry out inspections of sites and workplaces as notified by Patrick Parsons
- Carry out investigations of serious accidents
- Assist Patrick Parsons in notifying and dealing with the Health and Safety Executive/ Environment Agency requirements.

4.10 Health & Safety Committee

The company's Health & Safety Committee comprises the following persons:

Name	Role
Stephen Grindley	Director Responsible for Health & Safety
Neil Hobbs	Managing Partner
Tim Knowles, Raven H&S	External Health & Safety Advisors and Competent Person
Jane Crawley	Health & Safety Co-ordinator
James Bailey	H&S Representative, Ash Vale & Civil
Robert Masson	H&S Representative, Twickenham & Civil
Nick Martin	H&S Representative, Birmingham & Geo

All relevant or affected employees will be notified whenever there are any changes in personnel on the committee.

The duties of the committee will be to meet at regular intervals to discuss, assess and revise the on-going implementation of the company's health and safety performance, including:

- Accidents, incidents and near-misses
- Employee performance
- Levels of compliance
- Workplace behaviour
- Subcontractors /suppliers performance

The committee will also review and arrange for the training and instruction of all employees for them to maintain the high standards expected by the company.

An on-going review will also be made to allocate individual responsibilities for health and safety throughout the company and to ensure that all individuals are made fully aware of their level of responsibility.

The committee will meet on a bi-annual basis, to be reviewed going forward.

5.0 Training and the Maintenance of Competency

- 5.1 Patrick Parsons will ensure that its workforce is trained and capable of carrying out their allocated tasks. Many accidents at work happen because an individual is not adequately trained. The likelihood of accidents or injury is reduced when personnel are well trained and are competent.
- 5.2 Our training and continuing professional development needs are under constant review, as health and safety law and regulation develops along with evolving technical requirements.
- 5.3 Staff development and training is ongoing through in-house instruction and knowledge sharing process, training needs are also assessed on a project by project basis. Where a skill or knowledge gap is identified, appropriate external courses are sought for staff members impacted.
- 5.4 Each new member of staff is given a performance review after six months of starting followed by a further review six months after that. An annual performance review is then carried out to determine individual training needs and development. Patrick Parsons encourages managers to create a culture where performance discussions are a regular part of the workday and review meetings are held at frequent intervals such as team meetings and one to one discussion.

6.0 Risk Assessment and Method Statements

6.1 Risk Assessments

- 6.1.1 Patrick Parsons will carry out risk assessments of its work activities. Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action. Project Directors and Project Managers are required to ensure risk assessments are in place for activities under their control. These risk assessments will be formulated by competent person(s).
- 6.1.2 The company's approach as discussed in the first health and safety committee meeting will be to prepare and issue RAMS documents for each discipline within the organisation. These documents will be standardised for use across the company. The RAMS documents will be published on One Team within the health and safety section for all employees to use.
- 6.1.3 All persons(s) involved in a task will have the contents of the risk assessment formally communicated to them. Records demonstrating the receipt of this information will be retained by the company.
- 6.1.4 Where we work with another organisation, for example a contractor/supplier, we will communicate applicable risk assessment(s) which impact on that other organisation's work. Equally we will ensure that the other organisation communicated its risk assessment(s) where these have an impact on the health and safety of our workforce.

6.2 SOPs (Standard Operating Procedures)

- 6.2.1 SOP documents have also been issued to provide guidance to employees as part of the RAMS process. Each RAMS document must refer to the relevant SOPs as standard reference documents and should be added to the RAMS to be included within the Appendix.

There are several SOPs available for staff to use and these are available on the company intranet One Team. Additional SOPs will be added to One Team as required.

6.3 Method Statements

- 6.3.1 A method statement describes the phase of work for the task detailing equipment and personnel involved in carrying out the task. It will identify hazards likely to be present in that task so that a risk assessment(s) can be carried out and the risk(s) be managed and controlled.
- 6.3.2 Method statements will be produced by Project Directors and Project Managers where several tasks are to be undertaken in order to demonstrate that a safe system of works established.
- 6.3.3 A copy of the method statement and associated risk assessment(s) will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of briefings by Project Directors/Managers so that those

undertaking the activity understand what they must do and the control measures to be implemented.

6.3.4 A sign off sheet will be completed by those receiving the briefing to confirm that they have understood the contents of the assessment. This also confirm their responsibility to comply with it and to report any shortcomings in health and safety.

6.3.5 Where Patrick Parsons carries out work in a location under the control of another company/organisation, a copy of the method statement and associated risk assessments) will be available to that company/organisation to ensure that the health and safety of all parties concerned is achieved through coordination and cooperation.

6.4 COSHH

6.4.1 The company acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that exposure of employees to substances hazardous to health is prevented or as a minimum controlled to within statutory limits.

Cleaning products used within the company are purchased by the cleaners employed by the company. These products are household cleaning products for which COSHH Information sheets are not deemed necessary in terms of the overall low to negligible exposure risks to our employees.

6.4.2 In accordance with the Control of Hazardous Substances to Health (COSHH) Regulations 2002 PPCP will undertake to control exposure to hazardous substances and where possible eliminate entirely. Where exposure primarily cannot be eliminated through substitution or adequately controlled by engineering means, appropriate PPE will be provided free of charge and after consultation with employees and/or their representatives. All employees will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

6.4.3 Where appropriate, the company will, in consultation with employees and their representatives, implement the following:

- An inventory of all substances hazardous to health will be maintained within each office/site, including appropriate hazard information
- Competent persons will be appointed to undertake an assessment of the exposure to substances hazardous to health and advise on their control
- All operations that involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be implemented where elimination or substitution of the hazardous substance is not possible
- PPE will be used only as a last resort or as a backup measure during testing or modification of other controls
- The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions. Where possible, the number of different types will be minimised to prevent mistakes with servicing or replacement
- Each assessment will be reviewed annually, and all operations using hazardous substances will be reassessed every three years
- Qualified professionals, where indicated to be necessary by the assessment, will carry out health surveillance of employees

- Employee health records will be kept of all exposure to substances hazardous to health for a minimum of 40 years
- All employees will be provided with comprehensible information and appropriate training on the nature of the hazardous substances with which they are working, and they will be informed about any monitoring and health surveillance results
- All changes to control measures and changes of PPE will be properly assessed.

6.5 Display Screen Equipment (DSE) Regulations 1992

- 6.5.1 Where applicable all reasonable steps will be taken by the company to ensure the health and safety of employees who work with display screen equipment (DSE). The company acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the company to ensure that any risks are reduced to a minimum.
- 6.5.2 Work with DSE will be assessed against the requirements of the DSE Regulations 1992. All DSE workstations will be assessed using the approved form, available on the intranet, to ensure compliance with the regulations. The Office Health and Safety Coordinator will coordinate the initial DSE assessment and where specific issues are raised that cannot be resolved, the Health and Safety Co-ordinator will be notified to arrange to undertake a more detailed assessment and will report the issue to the Director Responsible for Health & Safety and/or Human Resources, as appropriate. All staff will be provided with guidance on the use of DSE equipment at induction. This guidance includes information on how a workstation should be arranged and those precautions that can be taken by employees to avoid any ill health effects.
- 6.5.3 Where the assessment demonstrates that the workstation is below the standard required then the appropriate responsible person will take remedial action to correct the deficiencies identified. The assessment and any remedial action will be recorded and retained by the Office/Site Health and Safety Coordinator and Personnel and Development. Assessments will be undertaken on commencement of employment and a reassessment undertaken if the:
- Workstation conditions alter (change in location, office layout)
 - Work practices or software significantly alter
 - Equipment is changed
 - User is referred to Occupational Health for DSE related health issues
 - Assessment is older than 3 years.
- 6.5.4 All employees who use DSE and experience visual difficulties may request an eyesight test with a qualified optician, which the company will pay for. The company Eyecare policy is available to staff via the company intranet (One Team), detailed within the employee handbook.

7.0 Duties Required under Construction (Design and Management) Regulations Act 2015

7.1 The 2007 CDM Regulations have now been replaced to make it easier for everyone involved to understand what they need to do their job safely. Small and medium size construction businesses now must make a plan and manage health and safety since the Construction (Design and Management) Regulations 2015 came into force on 6th April 2015. This means that for the first time any construction work whether it's a new bathroom fit out or an extension will need a construction phase plan before the construction site is set up.

7.2 The key changes of the new CDM Regulations 2015 are:

- The revised legislation applies to all projects including for the first time, domestic projects
- All projects must have a written construction phase plan
- The role of CDM co-ordinator in the previous CDM Regulations 2007 has been removed and replaced with a new role of Principal Designer/Principal Design Advisor
- There is a duty to ensure all persons doing the job have the right skills, knowledge, training and experience
- Some domestic and non-domestic projects must be notified to the Health and Safety Executive by the client
- Notification to HSE is required on projects which last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or exceed 500 person days.

NOTE: THE REQUIREMENTS OF CDM 2015 APPLY WHETHER OR NOT THE PROJECT IS NOTIFIABLE

7.3 Summary of Role and Main Duties

7.3.1 Client

The CDM 2015 Regulations defines a client as anyone for whom a construction project is carried out. The regulations apply to both domestic and commercial clients.

A client has responsibility to make suitable arrangements for managing a project.

This includes ensuring sure that:

- Other duty holders are appointed
- Sufficient time and resources are allocated
- Relevant information is prepared and provided to other duty holders
- The Principal Designer/Advisor and Principal Contractor carry out their duties
- Welfare facilities are provided
- Providing pre-construction information
- Construction phase plan has been prepared and is adequate before the site is set up
- Notify HSE of project via completion of F10.

7.3.2 Domestic Clients

They are included in these new regulations, but their duties as a client are normally transferred to:

- The contractor on a single contractor project, or
- The principal contractor on a project involving more than one contractor.

The domestic client can choose to have a written agreement with the Principal Designer to carry out the client duties.

7.3.3 Designer

The designer's role when preparing or modifying designs is to eliminate, reduce or control foreseeable risks that may happen during construction or maintenance and use of a building after it's been built.

When health and safety risks are not eliminated through the design stage, the designer must ensure that appropriate information is included in the health and safety file about the steps taken to reduce or control the risks.

The designer also provides information to other members of the project team to help them fulfil their duties.

7.3.4 Principal Designer/Principal Design Advisor

7.3.5 The Principal Designer/Advisor is responsible for planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project. This includes:

- Identifying, eliminating or controlling foreseeable risks
- Ensuring designers carry out their duties
- Preparing and providing relevant information to other duty holders
- Assist the client in providing pre-construction information
- Collate the health and safety file for the project if employed to the final stage.

The Principal Designer Advisor also liaises with the Principal Contractor to help in the planning, management and monitoring of the health and safety in the construction phase.

7.3.6 Contractor

This following information is for sole traders, any self-employed worker, individual or business carrying out, managing or controlling work in the construction industry then this guidance is for you. Anyone who directly engages construction workers or manages construction work is a contractor. This includes companies that use their own workforce to do the work on their premises and duties apply to all workers be they employees, self-employed or agency workers.

The contractor's duty is to:

- Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety
- For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor

- For single contractor projects, prepare a construction phase plan.

7.3.7 Principal Contractors

The principal contractor's duty is to:

- Plan, manage, monitor and coordinate health and safety in the construction phase of a project
- Liaise with the client and principal designer advisor
- Prepare the construction phase plan
- Organise cooperation between contractors and coordinate their work
- Collate and provide information at the end of each phase for the inclusion in the health and safety file and to be responsible for managing the health and safety on the construction site. The term 'manage' means to plan, manage, monitor and coordinate the construction phase so that all health and safety risks are controlled.

The Principal Contractor shall ensure:

- Suitable site inductions are provided
- Reasonable steps are taken to prevent unauthorised access
- Workers are consulted and engaged in health and safety matters
- Welfare facilities are provided.

7.3.8 Workers

As people working for or under the control of contractors on a construction site the workers have duties as well as their employers.

Workers must:

- Be consulted about matters which affect their health, safety and welfare
- Take care of their own health and safety and others who may be affected by their actions
- Report any thing they see which is likely to endanger either their own or others' health and safety
- Cooperate with their employer, fellow workers, contractors and other duty holders.

8.0 Personal Protective Equipment

- 8.1 In accordance with the Personal Protective Equipment at Work Regulations 1992 the company will provide PPE where the risk presented by a work activity or hazard cannot be adequately controlled by other means. All reasonable steps will be taken by the company to secure the health and safety of employees who work with PPE.
- 8.2 It is the intention of PPCP to ensure, through the proper use of PPE, that any risks are reduced to a minimum.
- 8.3 The company will, in consultation with employees and their representatives:
- Carry out an assessment of proposed PPE to determine its suitability
 - Take any necessary measures to remedy any risks found as a result of the assessment
 - Arrange for adequate accommodation for correct storage of the PPE where appropriate
 - Implement steps for the maintenance, cleaning, repair, and replacement of PPE
 - Train staff in the safe use of PPE including specific requirements for maintenance and storage
 - Replace PPE, which has been provided to meet a statutory obligation, as necessary and at no cost to the employee
 - Re-assess as necessary if substances used or work processes change.
- 8.4 All staff are supplied with the following items for their protection whilst on a construction site:
- Hard hat
 - High visibility vest/coat
 - Steel toe cap boots with steel sole protection.
- 8.5 Where required all staff attend induction courses ran by the construction company on site and are accompanied by a member of staff from the construction company where relevant.

9.0 Reporting of Accidents

- 9.1 Patrick Parsons external Health and Safety Advisor have provided us with an Incident Reporting Flowchart (Appendix B) which is available to all staff via the company intranet (One Team). In any areas of doubt as to appropriate actions to be taken, our Health and Safety Advisors provide a 24/7/365 telephone response as part of our service level agreement.
- 9.2 All accidents that fall into the categories shown below are reported to the HSE in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013:
- Any accident/incident that results in death
 - Any accident/incident that results in three or more days from work
 - Any accident/incident that results in hospitalisation for more than 24 hours
 - Any accident/incident that results in a major injury, i.e. amputation, loss of sight or penetrating injury to the eye, fracture, dislocation etc.
 - Any accident/incident that results in an individual contracting a disease i.e. dermatitis, occupational asthma or respiratory sensitisation, infections such as hepatitis, tuberculosis, legionellosis, tetanus etc.
 - Any dangerous occurrence, i.e. the collapse, overturning or failure of load-bearing parts of lifts/lifting equipment, accidental release of a biological agent/substance likely to cause severe human illness, explosion etc.
- 9.3 All accidents and incidents will be reported to the appropriate responsible person immediately after medical assistance has been given or the situation is under control. All accidents will be recorded in an accident book and listed within the Accident Log (copy attached within Appendix A) that is held at each office reception. All evidence and accident data will be recorded, and suitable action taken. This information will be included as an agenda item at every Health and Safety committee meeting.
- 9.4 All reportable accidents, incidents and near misses will be immediately reported to both the Responsible Person and the Director Responsible for Health and Safety. All such accidents, incidents and near misses will be discussed in the monthly Senior Leadership Team Meeting.

10.0 Visiting Redundant or Derelict Premises

- 10.1 Prior to visiting any premises that may be unoccupied, subject to vandalism or in a run-down state, Patrick Parsons will assess the risks of entering the building.

We will identify key areas through initial visual inspection that could cause particular hazards such as:

- Incomplete or unsafe flooring
- Exposure to unprotected leading edges
- Areas where vagrants may be occupying the building
- Exposure to areas where drug abuse may have occurred, risks from hypodermic needles, etc.
- Exposure to biological risks such as Weil's disease (Leptospirosis) in areas where vermin may be present or pigeon droppings
- Exposure to potential sources of contamination, such as asbestos containing materials
- All work must be carried out as planned and in accordance with the relevant standards and risk assessments.

- 10.2 The company will provide any information, instruction and training that an employee may require to carry out his or her work in a safe manner when working at height.

- 10.3 Patrick Parsons will arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so.

- 10.4 Employees must inspect their equipment immediately prior to use and ensure any defective equipment is exchanged or repaired before use.

11.0 Working in Hospitals

11.1 On occasion, Patrick Parsons may work within hospitals.

As with all buildings/sites that the company works in/on, isolation and emergency procedures will be followed.

In addition to this, risk assessment will be compiled for work in situations encountered such as:

- Needle stick injuries – (SHARPS Risk Assessment and procedure)
- Violent/psychiatric patients – (assaults etc.)
- Abduction – (Children's wards etc.)
- Health monitoring – (MRSA etc.).

12.0 Monitoring at the Workplace

- 12.1 All Management within the company must ensure that all workplaces and activities under their control meet the requirements set out in this policy. Where it is found that the policy cannot be followed, the issue must be reported to senior management for review of the policy and/or the procedure. Some activities may require specific assessment.
- 12.2 Raven H&S Consultant will, when requested, visit, and carry out regular inspections of all workplaces and provide guidance and advice on all aspects of health, safety and welfare to all nominated employees. Reports will be presented to the site managerial staff on completion of the inspection and a copy of the inspection report will be sent to Stephen Grindley as Director responsible for Health and Safety.
- 12.3 All specified injuries 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 must be reported to senior management staff at the workplace. Notably where incidents and injuries are to be notified to the enforcing authorities subject the requirement of legislation. Such incidents will be investigated in accordance with the severity of the incident this may require the assistance of H&S Consultant upon request.
- 12.4 Injuries of any description must be recorded in the accident book. Senior management will take steps to analyse such information in order to take such steps as are necessary to implement remedial action and so prevent reoccurrence where it is able.
- 12.5 Meetings to discuss health, safety and welfare issues will be held at regular intervals between management and H&S Consultant upon request.

13.0 Driving When Working for Patrick Parsons

- 13.1 Patrick Parsons recognises the risks to drivers when at work through the statistics released annually by the HSE and information in the media. The company has a responsibility to control the health, safety and welfare of their employees whilst driving either company or self-owned vehicles used for work.
- 13.2 The company's policy is that all drivers must always be in control of their vehicles.
- 13.3 Where appropriate, a hands-free kit will be fitted to company vehicles to enable drivers to use the phone in accordance with current legislation.
- 13.4 All drivers must be fit to drive. Any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others, is forbidden to drive. Should any member of staff feel unfit to drive for any reasons, a Manager should be immediately informed.
- 13.5 Only those employees who hold a current valid driving licence for the vehicle type they plan to drive are permitted to do so.
- 13.6 Authority will be given to all drivers and a copy of their full UK driving licence will be held on file.
- 13.7 Authorised drivers will be required to notify the company of driving convictions and offences. Business use insurance must be in place for all drivers of all vehicles, including private vehicles used for business purposes.
- 13.8 For all company vehicles, the required Road Tax and MOT (if applicable) will be held and a register kept and held on file.
- 13.9 Company vehicles will be subject to maintenance and servicing in accordance with manufacturer's instructions. Additionally, regular checks will be carried out on the roadworthiness of all company vehicles (e.g. tyre pressure and condition, including spare; correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen).
- 13.10 Employees will be instructed on how to carry out these checks themselves and reminded to undertake them.
- 13.11 Employees will be made aware that they must not drive without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs or if suffering from any illness or taking any medication that may affect their ability to drive safely.

14.0 Protection of the Public and/or Non-Employees

- 14.1 Arrangements will be made to ensure, so far as is reasonably practicable, that no member of the public or non-Patrick Parsons employee(s) is exposed to risks to their health and safety as a result of our activities.
- 14.2 In carrying out any activity in the presence of the public or non-employee, all personnel representing the company shall ensure that the safe system of work takes adequate account of the public and non-employee and, that suitable and sufficient precautions are in place to protect them.

15.0 Employment Status (if appropriate to the Client)

- 15.1 Under current legislation, specific reference is made to the working status of employees (self-employed, agency worker etc.)
- 15.2 Patrick Parsons shall ensure that regardless of employment status, all persons working on behalf of the company shall be considered to be an employee and consequently afforded the duty of care due to them under current Health and Safety Legislation. Likewise, it is expected that they act in accordance to the duties of employees and shall therefore not place themselves or others at risk of what they do, or omit to do, and furthermore that they shall cooperate with the company on health and safety matters.

16.0 Temporary/Short Contract and/or Agency Workers

- 16.1 Patrick Parsons shall provide employees under a fixed-term contract (or employed by an employment agency to work in the company's premises), with information on any specific qualifications or skills required by employees to carry out work safely.
- 16.2 The company shall provide any health surveillance where the nature of the work requires it.
- 16.3 This information will be provided before the employees concerned commence their duties.
- 16.4 In the case of an employment agency employee, the aforementioned information shall be supplied to the employment agency. It is expected that, in line with current legislation, the employment agency concerned shall ensure that the information provided is given to the relevant employees.

17.0 Occupational Health & Stress

17.1 Patrick Parsons recognises that workers may suffer from ill health caused or made worse by work. This may be due to for example:

- Musculoskeletal disorders
- Work-related stress
- Occupational dermatitis
- And many others.

17.2 PPCP will carry out assessment(s) of risks related to potential ill health through work activities and will ensure that all control measures identified in the risk assessment(s) are implemented to minimise risk.

17.3 Employees are encouraged to report any suspected work-related ill health through their Managers and HR so that action can be taken to manage the situation.

17.4 Stress in the workplace is a reality of working in current times. An employee who is severely stressed may significantly increase the likelihood of having or contributing to an accident, becoming a hazard to themselves as well as to others.

17.5 PPCP has a responsibility to control the health, safety and welfare of its employees and this includes reviewing the impact of stress at work. In order to manage stress in the workplace the HSE's management standards for stress shall be applied.

These cover the primary sources of stress at work:

DEMANDS – workload, work patterns and the work environment

CONTROL – how much say the employee has in the way they do their work

SUPPORT – the encouragement, sponsorship and resources provided by the employer, management and fellow employees

RELATIONSHIPS – includes promoting positive working, the avoidance of conflict and dealing with unacceptable behaviour

ROLE – whether the employee understands their role and conflicting roles are avoided

CHANGE – how change is managed and communicated

17.6 All management staff should be aware of, and look for, the symptoms of stress in individuals and in groups. Equally any employee who may strongly suspect that a fellow employee or they themselves are being affected by stress should refer this to the appropriate manager who will arrange for the person to be assessed and/or monitored.

17.7 PPCP will regularly review each employee's work performance and workload. Employees will be given every chance to air their views and grievances at these reviews.

18.0 New or Expectant Mothers

18.1 Any employee is required to notify the company (in writing) that they are pregnant, have given birth within the previous six months, or are breastfeeding. They will also be required to provide the company with a certificate from a registered medical practitioner or a registered midwife showing that they are pregnant.

18.2 Once this is confirmed, Patrick Parsons will conduct a review of their current work, specific risk assessment and implement any changes/control measures to protect their unborn baby.

This assessment will take into account the following considerations:

- Long working hours
- Night-time working
- Stress
- Noise
- Exposure to toxic substances
- Manual handling.

This assessment will be reviewed at regular intervals by their Manager or as/when the employee requests it.

18.3 PPCP will also provide suitable facilities for pregnant and breastfeeding mothers to rest while at work.

19.0 Employment of Personnel with Disabilities

- 19.1 A disability is defined as having a physical or mental impairment that has a substantial or long-term negative effect on the ability to do normal daily activities.
- 19.2 To this end the company will endeavour to promote the employment of disabled people, identifying suitable opportunities wherever possible. The company will also ensure that its employment practices tackle disability discrimination and promote disability equality.
- 19.3 Patrick Parsons will provide the necessary support, assistance and care to disabled employees. When an existing employee becomes disabled, will make every reasonable effort to continue to provide suitable employment in the same job or suitable alternative job. Furthermore, if necessary, we will provide relevant training or re-training.
- 19.4 Patrick Parsons are Disability Confident registered.

20.0 Young Persons and Work Experience Placements

- 20.1 The company accepts responsibility for ensuring that young people, particularly those under 18, are safe in the working environment.
- 20.2 Before employing a young person Patrick Parsons will undertake a risk assessment in accordance with current legislation.
- 20.3 We will ensure that all young persons employed are protected at work from any risks to their health or safety which are a consequence of their lack of experience or absence of awareness of existing or potential risks or the fact that they have not yet fully matured.

The company will not employ a young person for work which:

- Is beyond their physical or psychological capacity
- Exposes them to substances chronically harmful to human health e.g. toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm any unborn child
- Involves a risk of accidents which they are unlikely to recognise because of their lack of experience, training or attention to safety
- Involves a risk to their health from extreme heat, noise or vibration
- Exposes them to night work, which is not normally permitted between 22.00 and 06.00 but may be varied in writing to 23.00 to 07.00 hours.

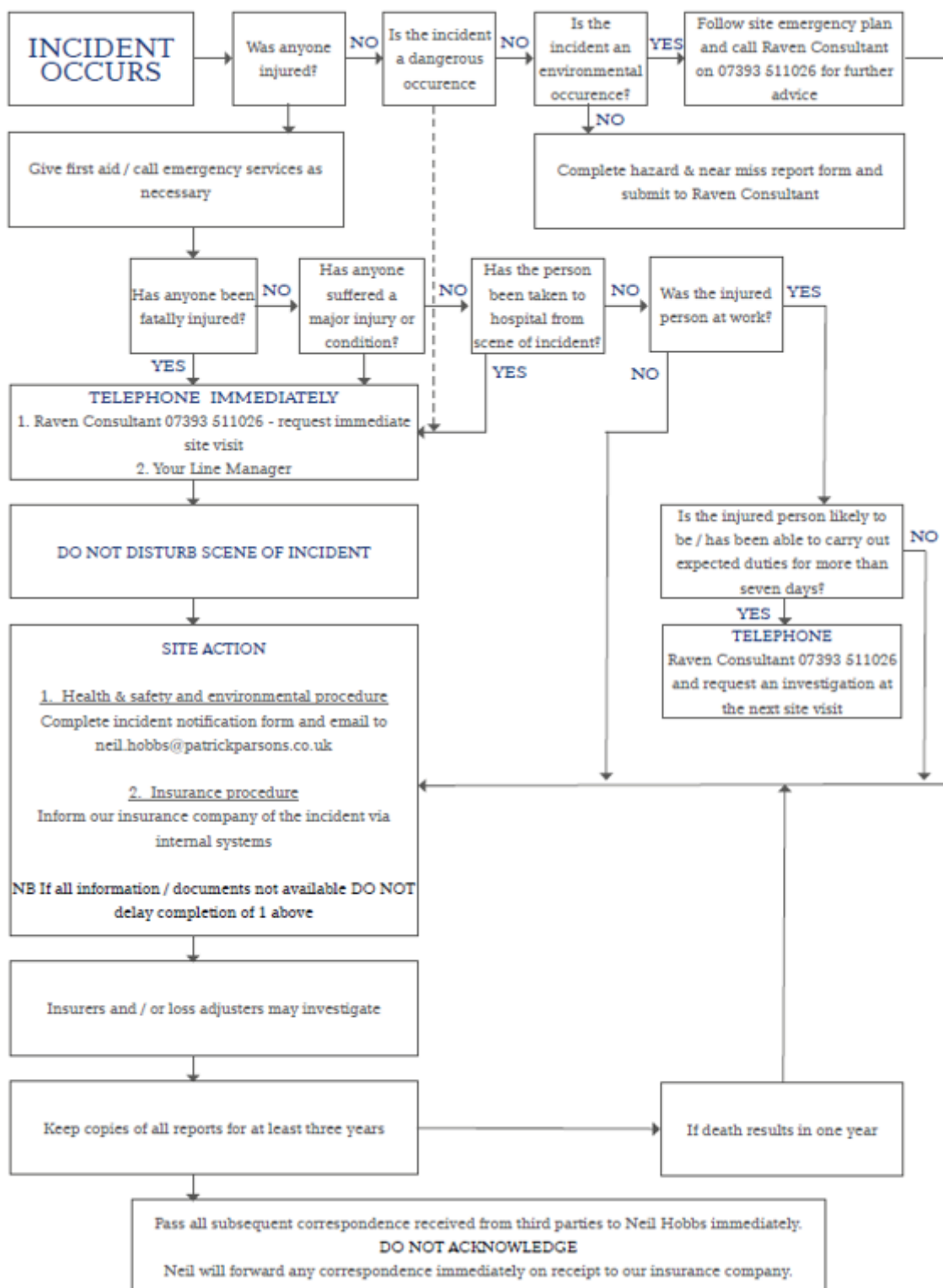
The restrictions do not apply in the following special circumstances:

- Where it is necessary for training (e.g. NVQ, SVQ, Apprenticeships)
 - Where the young person will be supervised by a competent person
 - Where any risk will be reduced to the lowest level that is reasonably practicable.
- 20.4 Patrick Parsons will obtain parent or guardian consent before employing a young person below the minimum school leaving age and provide the local authority with relevant information on the individual so that he/she can be issued with an employment permit.
- 20.5 Patrick Parsons recognises that the exposure to work provided by placements is a significant step in preparing young people for adult and working life. It provides opportunity to foster an early understanding of the importance of health and safety and to influence the attitudes of the future workforce.
- 20.6 The company will liaise with the Local Education Authority (LEA) or establishment work placement advisor to ensure the successful management of health and safety on work experience placements and the provision of a safe and supportive environment for the learner.
- 20.7 Where we accept students above the minimum school leaving age (MSLA), they will be considered a young person and the risk assessment reviewed accordingly.
- 20.8 Where we accept students below the MSLA, the risk assessment will be reviewed to ensure suitable controls are in place and that the key findings have been communicated to the work placement officer and parents or guardians.

- 20.9 The company will ensure that the controls reflect that students below the MSLA are not entitled to exemptions from the young person working restrictions, but temporary young worker status may be granted in cooperation with the work placement officer under the Education Act for school years 10 and 11 who would otherwise be prohibited by Child Employment Legislation from engaging in the restricted activities.

Appendix A

Incident Reporting Flowchart



Appendix B

Incident Reporting Form



Incident Report Form

This form should be completed with your Line Manager or Project Leader and distributed to those listed at the end of the document. You should also ensure your office Accident Book is completed too.

Name of the person who experienced the incident	
Contact number of the person who experienced the incident	
Date & time of incident	
Location of incident	
Risk assessment undertaken (yes / no)	

Incident description – provide a detailed description of the nature of the incident, including location.
What actions did we take to avoid the hazard?
Was any apparatus at fault and contributed to the incident? If yes, please provide details.
Primary contributing cause of the incident.
Suggested future action to be taken

Name of the person completing this form	
Position	
Date	

Approved by	
Position	
Date	

Distribution (please tick)

Project Leader		Line Manager		SLT	
----------------	--	--------------	--	-----	--

Appendix C

H&S Organogram



Neil Hobbs
Managing
Partner



Stephen Grindley
Director
responsible for
H&S



Raven H&S
Consultant



Jane Crawley
H&S Coordinator

H&S Safety
Committee
Members

UK Locations

Ash Vale
Birmingham
London
Wakefield

