

Health and Safety Policy

1st January 2012

Prepared by:

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Health and Safety Policy

Spatial Consultants Ltd is committed to providing a safe working and learning environment for all personnel, candidates and any related third parties. Responsibility for health and safety ultimately lies with the Managing Director, however, all candidates and personnel have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to fellow candidates and/or personnel.

The Health and Safety Policy of the company is to:-

- provide and maintain a healthy working environment at all times
- ensure adequate control of health and safety risks arising from work activities, this includes communication with clients and any use of sub-contractors
- provide all required instruction, training, supervision and other relevant health and safety information to employees
- ensure that all employees are competent in the work activities they are engaged in
- continue to consult with and update employees on all Health and Safety issues
- provide, as a minimum, 'generic' risk assessments for all common tasks engaged in by employees where risk is involved and potential danger has been identified
- encourage all employees to take reasonable care for the health and safety of him/herself, fellow employees and all persons accordingly and to report any hazard which cannot be controlled personally to appropriate personnel.

Signature of person responsible for policy:-



Graham Morgan

Managing Director

1st January 2012

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Spatial Consultants Ltd

Graham Morgan – Managing Director

Graham Morgan

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Graham Morgan	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Graham Morgan	Staff and subcontractors given necessary health and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Graham Morgan All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Graham Morgan	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Fire risk assessment advice available at www.communities.gov.uk/firesafety .
To maintain safe and healthy working conditions, provide and maintain equipment; ensure safe office working facilities.	Graham Morgan	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.

Health and safety poster is displayed:	In office		
First-aid box and accident book are located:	In office.		
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923			
Signed: (Employer)	<i>Graham Morgan</i>	Date:	01/01/2012
Subject to review, monitoring and revision by:	Graham Morgan	Every:	12 months or sooner if work activity changes

HSE information and advice available online at www.hse.gov.uk/risk.

Risk Assessment Policy

It is the Policy of the Company to ensure, so far as is reasonably practicable, that no employee, visitor, contractor or other person is exposed to an unacceptably high level of risk from any of the property, equipment or activities undertaken, for which the Company has a legal responsibility for mitigation. Any risks which cannot be mitigated to a tolerable level must be presented to the Managing Director for review.

In view of this commitment, the Company will:

- Provide an environment where risk is mitigated to an acceptable level for all employees, students, visitors, contractors or others.
- Ensure compliance with the Management of Health and Safety at Work Regulations 1999, and all other relevant legislation and guidance.
- Undertake suitable and sufficient assessments of all workplace risks, through the application of a suitable risk assessment system
- Record the findings of these assessments
- Provide information on the outcomes of assessments to those involved in the process being assessed
- Provide suitable information and training to enable suitable risk assessments to be developed and implemented.
- Regularly review the risk assessment system, to ensure it is suitable and sufficient

Responsibilities

Managing Director

The Managing Director will ensure, personally or through delegation to a competent person, that suitable and sufficient assessments of risks arising from their activities, processes or other, are performed and the significant findings recorded. The Head of School or Department will also ensure, through appointed competent persons, that the relevant information contained in these assessments is disseminated to the appropriate persons, and that the mitigation/control measures are adequately implemented.

Employees, visitors, contractors and others

It is the responsibility of employees, visitors, contractors and others to participate as requested in the risk assessment process. In addition any recommended control measures must be implemented.

Risk Assessment Process

We follow the 5 step risk assessment process as described by the Health and Safety Executive (<http://www.hse.gov.uk/risk/fivesteps.htm>):

1. Identify the hazards

2. Decide who might be harmed and how
3. Evaluate the risks and decide on precaution
4. Record your findings and implement them
5. Review your assessment and update if necessary

Step 1: Identify the hazards

First you need to work out how people could be harmed. When you work in a place everyday it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:

- **Walk around** your workplace and look at what could reasonably be expected to cause harm.
- **Ask employees** or their representatives what they think. They may have noticed things that are not immediately obvious to you. For information on how you can do this please visit the HSE [worker involvement pages](#).
- Visit the **HSE website**. HSE publishes practical guidance on where hazards occur and how to control them. There is much [information](#) on the hazards that might affect your business.
- **Check manufacturers' instructions** or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective.
- Have a look back at your **accident and ill-health records** – these often help to identify the less obvious hazards.
- **Remember to think about long-term hazards to health** (eg high levels of noise or exposure to harmful substances) as well as safety hazards.

As we often work on client sites, we need to be aware of the Health and Safety procedures at their locations.

Step 2: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (eg 'people working in the storeroom' or 'passers-by').

Remember:

- some workers have particular requirements, eg new and young workers, migrant workers, new or expectant mothers and people with disabilities may be at particular risk. Extra thought will be needed for some hazards;
- cleaners, visitors, contractors, maintenance workers etc, who may not be in the workplace all the time;
- members of the public, if they could be hurt by your activities;

- if you share your workplace, you will need to think about how your work affects others present, as well as how their work affects your staff – talk to them; and
- ask your staff if they can think of anyone you may have missed.

In each case, identify how they might be harmed, i.e. what type of injury or ill health might occur. For example, ‘shelf stackers may suffer back injury from repeated lifting of boxes’.

Step 3: Evaluate the risks and decide on precautions

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything ‘reasonably practicable’ to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

First, look at what you’re already doing, think about what controls you have in place and how the work is organised. Then compare this with the good practice and see if there’s more you should be doing to bring yourself up to standard. In asking yourself this, consider:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

When controlling risks, apply the principles below, if possible in the following order:

- try a less risky option (eg switch to using a less hazardous chemical);
- prevent access to the hazard (eg by guarding);
- organise work to reduce exposure to the hazard (eg put barriers between pedestrians and traffic);
- issue personal protective equipment (eg clothing, footwear, goggles etc); and
- provide welfare facilities (eg first aid and washing facilities for removal of contamination).

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents is a low-cost precaution considering the risks. Failure to take simple precautions can cost you a lot more if an accident does happen.

Involve staff, so that you can be sure that what you propose to do will work in practice and won’t introduce any new hazards.

Step 4: Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after people and your business.

Writing down the results of your risk assessment, and sharing them with your staff, encourages you to do this. If you have fewer than five employees you do not have to write anything down.

When writing down your results, keep it simple, for example 'Tripping over rubbish: bins provided, staff instructed, weekly housekeeping checks', or 'Fume from welding: local exhaust ventilation used and regularly checked'.

We do not expect a risk assessment to be perfect, but it must be suitable and sufficient. As illustrated by the HSE [example risk assessments](#), you need to be able to show that:

- a proper check was made;
- you asked who might be affected;
- you dealt with all the obvious significant hazards, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is low; and
- you involved your staff or their representatives in the process.

Make a plan of action to deal with the most important things first. Health and safety inspectors acknowledge the efforts of businesses that are clearly trying to make improvements.

A good plan of action often includes a mixture of different things such as:

- a few cheap or easy improvements that can be done quickly, perhaps as a temporary solution until more reliable controls are in place;
- long-term solutions to those risks most likely to cause accidents or ill health;
- long-term solutions to those risks with the worst potential consequences;
- arrangements for training employees on the main risks that remain and how they are to be controlled;
- regular checks to make sure that the control measures stay in place; and
- clear responsibilities – who will lead on what action and by when.

Remember, prioritise and tackle the most important things first. As you complete each action, tick it off your plan.

Step 5: Review your risk assessment and update if necessary

Few workplaces stay the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards. It makes sense therefore, to review what you are doing on an on-going basis.

Look at your risk assessment and think about whether there have been any changes? Are there improvements you still need to make? Have your workers spotted a problem? Have you learnt anything from accidents or near misses? Make sure your risk assessment stays up to date.

When you are running a business it's all too easy to forget about reviewing your risk assessment – until something has gone wrong and it's too late. During the year, if there is a significant change, don't wait: check your risk assessment and where necessary, amend it. If possible, it is best to think about the risk assessment when you're planning your change – that way you leave yourself more flexibility.

Arrangements for implementation

Assessments will be recorded on the company Risk Assessment Form or a pre-agreed variation of this form and should be returned to the office prior to starting work in a new environment.

Risk Assessment Forms are available online at:

<http://www.spatialconsultants.com/files/Risk%20Assessment%20Form.pdf>

Records will be held by the office and will be accessible for employees for information purposes, and for auditing purposes.

Accident/Incident Reporting and Investigation Procedure

Definitions:

The following should be regarded as an accident/incident for the purposes of this procedure.

(i) An accident

The HSE define an accident as *“any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”*.

Example: A window cleaner dropping a bucket from a height, which caused injury to a person underneath, would be classed as an accident.

(ii) A “near-miss” incident

A “near-miss” incident can be defined as, *“any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”*.

Example: A window cleaner dropping a bucket from a height, which just missed a person standing underneath, would be classed as a “near-miss” incident. This incident did not cause an injury to a person but, under slightly different circumstances (the person standing nearer to the contact point) the person may have been injured.

(iii) Other Incidents

Other incidents include threatening behaviour and physical violence.

(iv) Dangerous occurrence

A dangerous occurrence can be defined as, *“any incident that has a high potential to cause death or serious injury”* and are specified by the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995.

The Accident/Incident Form

All accidents/incidents must be recorded by the injured party, First Aider present or witness using the Accident/Incident Report Form. Where the Injured Party is off work either owing to the injury or on leave, the Line Manager may complete the form on their behalf.

Reporting forms are available online from:

<https://www.hse.gov.uk/forms/incident/f2508.pdf>

Completed Forms should be distributed within three working days of the incident occurring to the following people:

- Managing Director
- Senior Consultant
- Company Secretary

Recipients must ensure that the information contained on the Form is kept confidential in accordance with the Data Protection Act 1998.

Each team is required to have access to the Accident/Incident Report Forms which must be easily accessible to all staff. Forms are available on request from the office.

Immediate Reporting of Serious Accidents/Incidents by Telephone

Where a serious accident/incident (see List of Serious Incidents below) has occurred the office should be telephoned immediately (although not at the expense of first aid/medical treatment) on:

0845 6809845 – OHS Office

07910 187779 – Mobile Number (24 hours)

The office will decide what level of further investigation is required and whether or not it needs to attend the incident based on the facts obtained from the telephone conversation. Where appropriate, the office may contact the HSE to appraise it of the situation.

Even though a telephone call to the office has been made, an Accident/Incident form should still be completed and submitted as described above.

List of Serious Incidents

The following list is indicative rather than exhaustive:

- Statutory dangerous occurrences, e.g. collapse of a structure; car crash – anything with high potential to kill or injure.
- Injuries beyond the scope of first aid – i.e. referred to hospital by the First Aider for treatment (not just as a precaution)
- Safety-related incidents involving the emergency services
- Incidents likely to attract the attention of the statutory authorities, or warrant investigation should they be alerted
- Near-miss incidents (with high impact potential) involving members of the public
- Incidents likely to attract negative media attention

HSE Accident Books

The office will use information provided on the Accident/Incident Report Form to complete entries in the HSE Accident Book for all staff injuries. These entries will be referenced to the Accident/Incident Report Form and filed appropriately in accordance with the Data Protection Act 1998.

RIDDOR Reporting

Upon receipt of an Accident/Incident Report Form the office will decide if the accident/incident is reportable under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. Where this is the case, the office will report the incident to the HSE.

Reports should be completed online at:

<http://www.hse.gov.uk/riddor/>

Consultants/teams should not report accident/incidents to the HSE through the RIDDOR system. If a serious accident/incident has occurred the office must be notified by telephone (see above) and can arrange to report the accident/incident by the most appropriate media.

Accident Investigation

Following any accident/incident or near miss, the Managing will ensure that an accident investigation will be undertaken. The investigation will be to establish the immediate and underlying causes in order to prevent a similar incident occurring in the future.

Guidelines for investigation and an accident/incident investigation form can be found below. A copy of the completed investigation form must be returned to the office within 5 days of the accident/incident or near miss.

The office will investigate any incident/accident or near miss which results in a report having to be made under the RIDDOR regulations.

All members of staff are required to cooperate fully with investigations conducted in the interests of health and safety.

Data and Trend Analysis

The office will undertake statistical and trend analysis of accident/incident data in order to assess the company's performance against appropriate benchmarks.

Dealing with Press Interest

Whilst individuals have certain rights and freedoms, the company does need to protect its reputation by conveying only accurate and consistent information to the Press. Members of staff are, therefore, asked not to comment on any accident/incident without express permission from a member of the Executive Group. Any enquiries by the Press should be referred to the office (tel 0845 6809845).