



# Health and Safety Policy

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**Date of Issue:** September 2021

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**DOCUMENT CONTROL**

Document title: Health and Safety Policy

Version	Author		Reviewed/Authorised	
	By	Date	By	Date
5.0	Stuart Hall	September 2013	Chris Power	September 2013
6.0	Stuart Hall	September 2013	N/A	N/A
7.0	Rebecca Hazell	September 2014	Chris Power	September 2014
8.0	Rebecca Hazell	September 2015	Jason Bell	September 2015
9.0	Rebecca Hazell	November 2015	Jason Bell	November 2015
10.0	Rebecca Hazell	September 2016	Danny McCreath	September 2016
11.0	Gavin Clarke	October 2017	Danny McCreath	October 2017
12.0	Gavin Clarke	October 2018	Danny McCreath	October 2018
13.0	Gavin Clarke	August 2020	Paul Davies	August 2020
14.0	Gavin Clarke	September 2021	Jack Clarke	September 2021

Issue: 14.0

Date of current issue: September 2021

Date of next review: September 2022

Review Date	Changes to Policy
September 2013	Annual Review, Addition of Disability arrangements
September 2013	Addition of Clients Signature
September 2014	Annual review and update
September 2015	Annual review and update
November 2015	Addition of near miss reporting procedure
September 2016	Annual review
October 2017	Annual review Inclusion of Equal Opportunities and Modern Slavery Act Statements Updates to Company Organisational Chart and Health and Safety Committee members Update to the 'Working in Schools' arrangement section
October 2018	Annual review Updates to Drugs & Alcohol and Ladders sections Minor amendments to structure and committee members
August 2020	Annual review Legal Requirements added Well-being Statement added Well-being and Pandemic sections added
September 2021	Annual review and update to reflect changes in personnel

LEGAL/OTHER REQUIREMENTS

Construction Design and Management (CDM) Regulations 2015
Control of Artificial Optical Radiation at Work Regulations 2010
Control of Asbestos Regulations 2012
Control of Lead at Work Regulations 2002
Control of Legionella bacteria in water systems - Approved Code of Practice and guidance on regulations - L8 Fourth edition 2013
Control of Major Accident Hazards Regulations 2015 (COMAH)
Control of Substances Hazardous to Health (Amendment) Regulations 2002
Control of Vibration at Work Regulations 2005
Coronavirus Act 2020
Corporate Manslaughter and Corporate Homicide Act 2007
Dangerous Substances and Explosive Atmospheres Regulations 2002
Electricity at Work Regulations 1989
Employers Liability (Compulsory Insurance) Regulations 1998
Factories Act 1961
Gas Safety (Installation and Use) Regulations 1998
Health and Safety (Consultation with Employees) Regulations 1996
Health and Safety (Display Screen Equipment) Regulations 1992
Health and Safety (Fees) Regulations 2012
Health and Safety (First Aid) Regulations 1981
Health and Safety (Miscellaneous Amendments) Regulations 2002
Health and Safety (Safety Signs and Signals) Regulations 1996
Health and Safety at Work etc. Act 1974
Health and Safety Information for Employees Regulations 1989
Health Protection (Coronavirus, International Travel and Operator Liability) (England) Regulations 2021
Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020
Information and Consultation of Employees Regulations 2004
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Noise at Work Regulations 2005
Occupier's Liability Act 1956 / 1984
Personal Protective Equipment at Work Regulations 1992 (PPE)
Pressure Equipment Regulations 1999, as Amended 2002
Provision and Use of Work Equipment Regulations 1998 (PUWER)
Public Health (Control of Disease) Act 1984

Regulatory Reform (Fire Safety) Order 2005
Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013
Safety Representatives and Safety Committees Regulations 1977
Smoke Free (Premises & Enforcement) Regulations 2006
Supply of Machinery (Safety) Regulations 2008 (as amended)
Work at Height Regulations 2005
Working Time Regulations 1998
Workplace (Health, Safety & Welfare) Regulations 1992

## **INTRODUCTION**

This policy document has been prepared to define the way that Tuffin Ferraby Taylor LLP intends to manage Health and Safety and meet the requirements of Section 2(3) of the 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.

Tuffin Ferraby Taylor LLP Health, Safety and Environmental Management Document System is contained within this policy document and its associated instructions, assessments and guidance documents.

The document system formally communicates the instructions and procedures covering operation and work activities from the Company Director(s) to their supporting Managers and all other personnel employed or involved in the Company's activities.

The document system has been developed to meet statutory requirements for a Safety Management System to ensure the Health and Safety of all personnel associated with work activities of the Company (including contractors, visitors and the general public).

The Policy and its associated documents apply as defined to all personnel employed or contracted to Tuffin Ferraby Taylor LLP as appropriate to the work being undertaken.

It is the duty of personnel so involved to apply the requirements of these documents to their work.

## HEALTH AND SAFETY POLICY STATEMENT

In every activity of its business, Tuffin Ferraby Taylor LLP is fully committed to minimising the risk of injury or ill health to people and damage to property or the environment.

Tuffin Ferraby Taylor LLP fully accepts its moral and legal obligations to safeguard, so far as is reasonably practicable, the health, safety and welfare of its employees and anyone who may be affected by the actions of the Company and its employees.

The Company will set standards to comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.

Tuffin Ferraby Taylor LLP will:

- Meet its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Provide and maintain safe working environments that minimise the risks to health, safety and welfare.
- Ensure all employees play an active part in the Health and Safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision so they can understand their role within the Company.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensure that:
  - hazardous areas are kept secure from the public, employees, tenants or contractors not required to enter them;
  - adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed when new substances, equipment, processes or premises are introduced;
  - all equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations;
  - contractors working for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractor's legal responsibilities to comply with statutory requirements.

The Company will communicate the Health and Safety Policy to all employees and it will be freely available to customers and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

Employees are required to cooperate with the Company to ensure their personal safety and to ensure they are not prosecuted for breach of legislation nor have disciplinary action taken against them by the Company for breach of company rules.

This policy, supported by Instructions, Procedures and Organisational Arrangements will be applied to all activities carried out by the Company.

All employees and contractors will enforce this policy. The Health and Safety Partner is personally responsible for the Health and Safety performance of the Company and signs this policy statement in acknowledgement of this.

Signed: 

Date: September 2021

**For and on behalf of Tuffin Ferraby Taylor LLP**  
**Chris Keates Lewis – Partner**

## ENVIRONMENTAL POLICY STATEMENT

As a consumer of resources Tuffin Ferraby Taylor LLP recognises its responsibility to future generations. Acknowledging its contribution to the growing global environmental burden, it will follow business practices that promote sustainable development.

Our Environmental Policy must earn the confidence of employees, customers and the general public by demonstrating our commitment to complying with relevant environmental legislation and minimising pollution, resource use and waste through the continual improvement of performance in all areas of the Company.

To achieve good environmental management we will:

- Identify every way in which the Company impacts on the environment;
- Monitor and review environmental impacts and emissions to comply with regulations and our environmental aspirations;
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment (including managing the impact of our transport activities);
- Consistently increase the awareness and provide necessary training, briefings etc. to all our employees and to ensure environmental responsibility is integrated into normal working practices;
- Work with our clients to share environmental awareness and good practice;
- Seek to use products that have the least possible environmental impact;
- Separate electrical equipment and apparatus to conform to WEEE Regulations;
- Minimise the storage and use of all articles and substances;
- Reduce our consumption of resources (energy, materials, packaging), where feasible;
- Minimise waste through a commitment to re-use, recover or recycle and comply with the Waste Management Plans and Policies of clients;
- Identify routes for the storage, transfer and disposal of controlled waste under Duty of Care;
- Identify, prevent and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences would be minimised;
- Introduce procedures to minimise pollution;
- Introduce procedures to prevent water wastage, pollution of surface water, water courses and drains;
- Limit or restrict noise pollution;
- Promote continual improvement by regularly monitoring and reviewing our environmental performance.

It is our duty to ensure that good environmental management is practised in all projects that we are involved in and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all company employees and contractors. It will be freely available to customers and the general public.

All employees and contractors will enforce this Policy. The Health and Safety Partner is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this.

Signed: 

Date: September 2021

**For and on behalf of Tuffin Ferraby Taylor LLP  
Chris Keates Lewis - Partner**

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## CORPORATE RESPONSIBILITY POLICY STATEMENT

Our Policy is to invest in our people, our customers, our suppliers and our environment for the good of the wider community, fully complying with UK law and wherever possible meeting higher standards than current legislation.

Tuffin Ferraby Taylor LLP is committed to investing in a sustainable future. We recognise that our actions may have a wider impact on the environment and the local community. We aim to make a positive contribution to environmental protection and social progress.

### **Our Customers and Suppliers**

We will provide a good quality of service to our customers, meeting all contractual and moral obligations. We will consider the Health and Safety of our customers and others who may be affected by our work. The Company will engage with suppliers to adopt policies and practices similar to its own.

### **Our Employees**

The company will help employees to develop their potential by investing in their skills and capabilities. We will consult with them on a regular basis, taking into consideration their personal needs when making decisions.

We will provide employees with fair remuneration for their work, treat them fairly and not discriminate against any individuals because of their gender, race, ethnic origins, religion, age or sexual orientation.

The Company will provide a safe working environment and ensure that it complies with all employment and Health and Safety legislation.

### **Our Environment**

The Company will improve environmental awareness generally in consultation with employees, suppliers and customers.

We will work in partnership with customers and suppliers to consider the use of new materials and methods of work that may lead to more sustainable solutions in the provision and outcome of our services.

We will ensure compliance with all environmental legislation as it affects our business and endeavour to reduce the impact that our business may have on the environment year by year.

### **Our Community**

Tuffin Ferraby Taylor LLP will work to minimise any environmental effect the business may have on the local community and show due consideration to immediate neighbours by operating in a way that does not affect their Health and Safety.

We will encourage participation in projects or schemes that may improve the wellbeing of the local community and, as far as possible, support local companies in the course of our business activities.

All Partners, managerial and supervisory staff will enforce this policy. The Health and Safety Partner is personally responsible for the Corporate Social Responsibility of the Company and signs this policy statement in acknowledgement of this.

Signed



Date: September 2021

**For and on behalf of Tuffin Ferraby Taylor LLP**  
**Chris Keates Lewis - Partner**

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## ANTI-FRAUD AND BRIBERY POLICY STATEMENT

The reputation of Tuffin Ferraby Taylor LLP for lawful and responsible business behaviour is of paramount importance and is one of its greatest assets. The company is committed to the prevention, deterrence and detection of fraud, bribery and all other corrupt business practices.

The Company has zero tolerance towards such behaviour. Losses due to fraud, bribery and all other corrupt business practices can be more than just financial in nature; they can potentially damage the Company's reputation as well.

The Company expects all employees to:

- Act honestly and with integrity at all times and safeguard the Company resources for which they are responsible;
- Respect our customers, suppliers and other parties with whom it must interact to achieve its objectives by conducting business in an ethical, lawful and professional manner.

Within the Company, the responsibility to control the risks of unethical business practices occurring resides at all levels of the organisation.

The Company prohibits unethical conduct. We will:

- Communicate of a code of conduct to employees;
- Report and investigate allegations of fraud, bribery and other corrupt practices;
- Apply appropriate disciplinary procedures for employees who are found to have engaged in such practices;
- Monitor the effectiveness of such controls.

We will endeavour to take appropriate steps to ensure that all employees:

- Meet all legal and regulatory requirements governing the lawful and ethical conduct of business;
- Ensure all breaches or suspected breaches are fully investigated and if appropriate, invoke disciplinary measures and take prompt action to remedy the breach and prevent any repetition;
- Provide information to all employees and further guidance if they have any questions or uncertainty regarding these requirements;
- Provide information to all employees on the procedures available to them to report any breach or suspected breach.

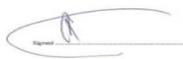
The company expects that employees do not engage in any illegal, improper or questionable conduct.

They must not receive, offer, promise, improperly influence payment, authorise payment or contract award (directly or indirectly), in return for anything of value, for example a bribe/kickback.

They must:

- Prohibit payments including 'facilitating' or 'expediting' payments to others in order to secure prompt or proper performance of routine duties;
- Prohibit the use of purchase orders or consulting agreements which channel payments or otherwise improperly reward customers or suppliers or their relatives or business associates;
- Ensure transactions are properly and accurately recorded.

Signed

A handwritten signature in blue ink, appearing to read 'Chris Keates Lewis', is written over a horizontal line.

Date: September 2021

**For and on behalf of Tuffin Ferraby Taylor LLP**  
**Chris Keates Lewis – Partner**

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## EQUAL OPPORTUNITIES POLICY STATEMENT

### Introduction

Tuffin Ferraby Taylor LLP recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.

### Statement of policy

- (a) It is the policy of Tuffin Ferraby Taylor LLP to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- (b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. Tuffin Ferraby Taylor LLP recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- (c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.
- (d) All employees of the organisation will be made aware of the provisions of this policy.

### Recruitment and promotion

- (a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- (c) All vacancies will be circulated internally.
- (d) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- (e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

### Employment

- (a) Tuffin Ferraby Taylor LLP will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions
- (b) Tuffin Ferraby Taylor LLP will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- (c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

### Training

Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

### Grievances and victimisation

- (a) Tuffin Ferraby Taylor LLP emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organization's Disciplinary Procedure.
- (b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

Signed



Date: September 2021

**For and on behalf of Tuffin Ferraby Taylor LLP**  
**Chris Keates Lewis - Partner**

## MODERN SLAVERY ACT STATEMENT

Tuffin Ferraby Taylor LLP recognises that all businesses have an obligation to prevent slavery and human trafficking. Every company must do its share to eradicate this modern day scourge. We will do all in our power to prevent slavery and human trafficking within our business and within the supply chains through which we operate.

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business.

Tuffin Ferraby Taylor LLP operates to ensure fairness in the recruitment retention and development of all employees and it seeks to comply with all applicable employment legislation.

The company seeks to provide a work environment where employees are treated with respect, dignity and consideration.

Tuffin Ferraby Taylor LLP monitors its supply chains and its suppliers so ensure, so far as is possible, that slavery and human trafficking is not taking place within those supply chains.

As part of our commitment to identify and eradicate slavery and human trafficking from within our business and from those businesses with which we interact, we will work closely with our supply chains to ensure compliance with legislative obligations and we expect those organisations to have suitable anti-slavery and human trafficking policies and processes.

We seek to build long standing relationships with suppliers and to make clear our expectations of ethical business behaviour from them.

We have in place systems to encourage the reporting of concerns and the protection of whistle blowers.

Tuffin Ferraby Taylor LLP will ensure that Suppliers Adhere to our Values.

Tuffin Ferraby Taylor LLP has a zero tolerance view to slavery and human trafficking and we expect that view to prevail in our supply chain and contractors.

Management with Tuffin Ferraby Taylor LLP are responsible for compliance in their respective departments, insofar as there is perceived to be a risk of encouraging, engaging or sustaining slavery and human trafficking.

This statement is made to pursuant to Section 54(1) of the Modern Slavery Act 2015 and constitutes Tuffin Ferraby Taylor LLP slavery and human trafficking statement.

Signed

A handwritten signature in blue ink, appearing to read 'Chris Keates Lewis', is written over a horizontal line.

Date: September 2021

**For and on behalf of Tuffin Ferraby Taylor LLP -  
Chris Keates Lewis - Partner**

## WELL-BEING POLICY STATEMENT

Tuffin Ferraby Taylor LLP recognises that our employees are our biggest commodity, and as their health and well-being is vitally important, it makes good business sense for us to help employees manage this to the best of our ability.

Making healthier choices is ultimately up to all of us as individuals, however as an employer, there's a huge opportunity for Tuffin Ferraby Taylor LLP to help everyone by encouraging and adopting healthier behaviours to enable our workforce to live and work productively.

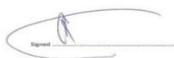
Our statement of intent addresses our obligations under the Health and Safety at Work Act etc 1974, The Equality Act 2010 and The Equality and Human Rights Commission (EHRC) which are relevant pieces of legislation covering occupational health, safety and well-being in the workplace. It also helps us to comply with other relevant statutory provisions, including The Management of Health and Safety at Work Regulations 1999 by recognising mental health and well-being as a risk and having suitable assessments and controls in place.

We recognise that well-being consists of a number of factors such as physical, psychological and social, that will contribute to a healthier life. We have a duty of care to protect our employees general well-being, both mental and physical and reduce stigma and discrimination.

We will do this by:

- Risk assessing - Identifying areas of risk to physical and mental health so that they can be minimised and managed appropriately. Prevention and early intervention are key and assist recovery.
- Appoint a well-being lead from our senior leadership team.
- Promoting a positive mental health culture of care and concern for our employees, which insists that everybody accepts responsibility for their own and others' well-being.
- Promoting a culture of open conversation so we talk about our well-being and mental health, encouraging peer to peer support (well-being champions) and make additional support available when employees may be struggling.
- Provide access to mental health training aimed at providing people with tools for managing their own well-being, including enhanced training for line managers.
- Commit to promoting positive mental health in the workplace by communicating our statement of intent.
- Making an employers pledge via the MIND and Rethink Mental Illness instigated 'time to change' campaign to reduce stigma and discrimination.
- Put in place a system of management practice and controls, which enables employees to enjoy a healthy work-life balance, whilst recognising the impact of personal choice and lifestyle.
- Ensuring the promotion and maintenance to the highest degree of physical, mental and social well-being of employees in all areas of the business.
- Ensure working environments are suitable, healthy, safe, and secure.
- Taking reasonable steps to enable people with disabilities to carry out the role for which they are employed.
- Communicate updates and our commitment to promoting positive mental health to our employees.

Signed

A handwritten signature in blue ink, appearing to read 'Chris Keates Lewis', is written over a horizontal line.

Date: September 2021

**For and on behalf of Tuffin Ferraby Taylor LLP -  
Chris Keates Lewis - Partner**

## **SECTION 1: ORGANISATION**

### **General Organisation**

Arrangements for health, safety, welfare and the environment will be organised by Tuffin Ferraby Taylor LLP. The Health and Safety Partner has overall responsibility for health, safety and the environment.

The Health and Safety Partner has appointed SOCOTEC to be responsible for monitoring the Company's Health, Safety and Environmental Policy and for dealing with related health, safety, welfare and environmental matters.

Constructive suggestions to improve health, safety, welfare and environmental awareness in the Company are welcomed from any employee.

### **General Responsibilities**

Partners and management are responsible for the implementation of the Company's policies on health, safety, welfare and environmental matters, including revision of this policy.

All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions, as well as protection of the environment from their work activities.

Employees who are responsible for supervision are expected to promote and encourage health, safety and environmental awareness in employees under their control.

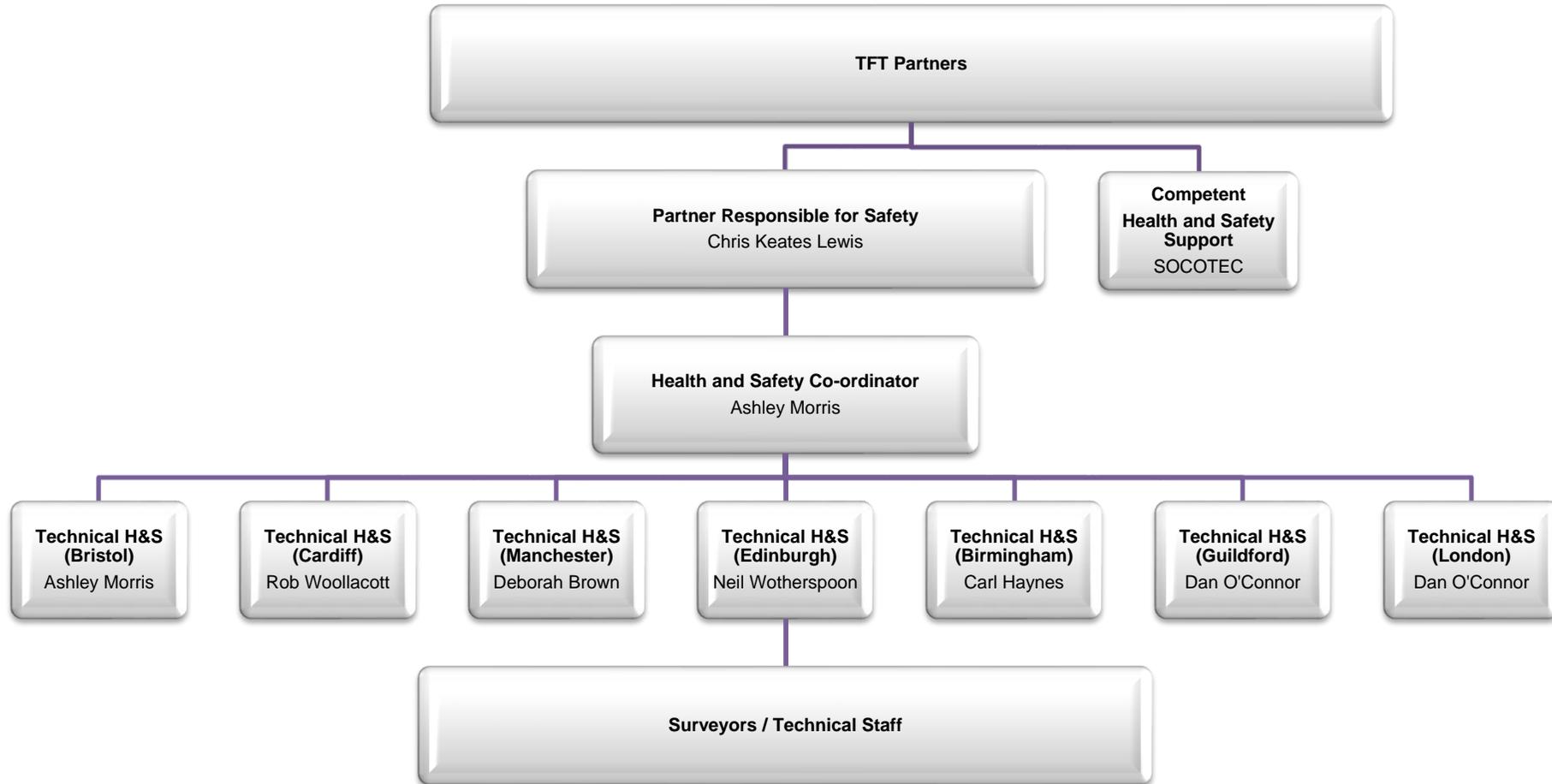
### **Consultation**

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE).

Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'.

Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

Tuffin Ferraby Taylor Organisational Chart



## SECTION 2: RESPONSIBILITIES

### Responsibilities of the Managing Partner

- To have overall responsibility for health, safety and the environment within the Company.
- To ensure that sufficient resources are made available to meet health, safety and environmental needs within the Company.
- To appoint competent persons to manage health, safety and the environment within the Company.

### Responsibilities of the Partner 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 Board of Directors 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.

### Responsibilities of Technical Health and Safety Representatives

- To read, understand and implement the Company's Health and Safety Policy, organisation and arrangements, coordinate site works with the minimum risk to the Health and Safety of all sites and other people and to adhere to all relevant acts and regulations.
- To ensure that approved codes of practice, safe systems of work, Risk Assessments and Method Statements are complied with.
- To ensure that the requirements of Health, safety and environmental legislation, e.g. Construction (Design and Management) Regulations (CDM) are complied with.
- To ensure that employees comply with the requirements set by the company's Health and Safety Policy 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 Partner responsible for safety, issues relating to safety in the workplace and to make the Partner responsible for Safety 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 ensure that all contractors/suppliers have been vetted prior to being employed on each project.

### Responsibilities of Senior Surveyors/Surveyors

- 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 working on the company's premises by providing and maintaining:
  - Safe places of work and safe access/egress
  - Safe systems of work
  - Adequate levels of supervision, training, instruction, information
  - Relevant Risk Assessments
  - Safe work equipment
  - Adequate personal protective clothing and safety equipment
  - Adequate welfare facilities
  - Safe methods of handling, transporting stores and equipment
  - Accurate Health and Safety records
  - 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, safety and environmental 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.

### Responsibilities of all Employees

- To read and understand the Company's Health and Safety Policy, it's Environmental Policy and comply with the prescribed arrangements and objectives.
- To comply with Risk Assessments and Method Statements 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 personal protective equipment 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 and near misses 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.

### **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.

### **Responsibilities of Fire Marshals/Wardens**

- To contribute to the management and enforcement of Tuffin Ferraby Taylor LLP 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 and toilets to ensure full evacuation.

### **Responsibilities of Office and Administration Staff**

- To read and understand the Company Health and Safety Policy and comply with the prescribed arrangements.
- To ensure the maintenance of company Health and Safety records.
- To ensure that for each company driver a full UK driving licence is held and fully covers the vehicle being driven and that the driver has been authorised to use a company vehicle or own vehicle for company use.

### **Responsibilities of Company Car and Company Van Drivers**

- To ensure that a full UK driving licence is held and fully covers the vehicle(s) being driven and that the authorisation to use a company vehicle or own vehicle for company use has been given.
- To not consume alcohol or take medication which could affect driving ability before driving a vehicle on company business.
- To notify the Company of all driving convictions/offences and accidents that occur whilst carrying out company business.
- To ensure that a copy of the relevant business car insurance is obtained and held for use of any vehicle used for company business and that it covers the transfer of passengers and theft of company articles.

- To ensure that the relevant safety checks are made in accordance with the manufacturer's handbook and at the specified frequencies and that any repairs or maintenance are carried out as required.
- For non-company cars, to ensure that all required Road Tax and MOTs (if applicable) are in date and ready for inspection if so requested by the Company.
- To ensure that a mobile phone is only used when it is safe to do so and in accordance with current legislation (i.e. where a hands free kit is fitted). The best recommendation is to wait until the end of a journey to retrieve, receive or send calls.

### **Responsibilities of Contractors / Sub-Contractors**

Whilst working in any capacity for Tuffin Ferraby Taylor LLP all Contractors will be expected to adhere to the Company Health and Safety Policy, to cooperate with the Company on all matters of Health and Safety at work and to cooperate with the Company's appointed Health and Safety Advisers.

All Contractors' employees are to be made aware of Tuffin Ferraby Taylor LLP Safe Systems of Work (SSoW) and location specific procedures.

Where Contractors' activities are outside the above, a specific SSoW must be provided to Tuffin Ferraby Taylor LLP for approval prior to commencing work.

The SSoW will include a detailed Risk Assessment of the task to be completed and, where applicable, will include safe methods and COSHH information.

All Contractors' will be required, where applicable, to be able to demonstrate the applicable and suitable level of competence for the activity(s) they are involved in.

### **Responsibilities of SOCOTEC**

- Advise Tuffin Ferraby Taylor LLP on the need to prepare, distribute and review a company Health and Safety 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 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 Tuffin Ferraby Taylor LLP
  - Carry out investigations of serious accidents
  - Assist Tuffin Ferraby Taylor LLP in notifying and dealing with the Health and Safety Executive/Environment Agency.

### Health, Safety and Environmental Committee

The Company's Health, Safety and Environmental Committee comprises the following persons:

<b>Name</b>	<b>Role</b>
Chris Keates Lewis	Partner Responsible for Safety
Ashley Morris	Health and Safety Co-ordinator
Ashley Morris	Technical H&S (Bristol)
Rob Woollacott	Technical H&S (Cardiff)
Deborah Brown	Technical H&S (Manchester)
Neil Wotherspoon	Technical H&S (Edinburgh)
Carl Haynes	Technical H&S (Birmingham)
Dan O'Connor	Technical H&S (Guildford)
Dan O'Connor	Technical H&S (London)
SOCOTEC	Appointed Health and Safety Consultants

All 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, safety and environmental performance, including:

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

The Committee will also review and arrange for the training and instruction of all employees in order for them to maintain the high safety standard 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.

## SECTION 3: ARRANGEMENTS

### 1 Introduction

The general details of Tuffin Ferraby Taylor LLP arrangements for the management of health, safety are provided within this section.

### 2 Health and Safety Policy

The Health and Safety Policy will be reviewed each year, or more frequently if required, to ensure that it is effective and up to date.

The Policy will be amended where required and all employees informed of any amendment.

A copy of the Health and Safety Policy will be available to all employees.

Each workplace will hold a copy of the Policy.

The Health and Safety Policy Statement will be displayed on a Health and Safety notice board and a copy held at each work location.

### 3 Information and Instruction

Tuffin Ferraby Taylor LLP recognises the need for effective communication between all parties in the workplace.

We will ensure that its employees are provided with adequate information and suitable instructions to enable them to carry out their work activities.

Information and instruction will be provided in a form which takes account of any language difficulties or disabilities.

Where the workplace is shared information relevant to the safety of all will be communicated.

### 4 Internal Communications

All relevant safety information will be provided at all workplaces where employees are located. This will include:

- Health and Safety Policy
- Environmental Policy
- HSE poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Other safety instructions relevant to that workplace

## 5 Non English Speaking Employees

Tuffin Ferraby Taylor LLP has identified that those who cannot speak English may fail to understand what is being asked of them through verbal instruction by colleagues, Supervisors and Managers and may not be able to understand written instructions and operating procedures and processes. This represents a significant risk.

The company will ensure that all employees are aware of their responsibilities in the workplace and will fully support any employees for whom English is not their first language so that they fully understand their responsibilities, site rules, regulations and reporting procedures. Contractors as employers in their own right will need to demonstrate that they are equally managing this risk correctly. Tuffin Ferraby Taylor LLP will work with its contractors to ensure that communication for all in the workplace is effective.

Communication will be achieved through translation and the use of interpreters. Confirmation of understanding will be established.

Tuffin Ferraby Taylor LLP will assess the risks associated with the fact that an individual does not speak and/or understand English. The Company will:

- Translate safety notices and training manuals into relevant languages or replace them with written notices with clearly understood symbols;
- Make use of internationally recognised pictorial warning signs which offer a means of communication that should be clear to all regardless of literacy or language;
- Provide safety training sessions in relevant alternative languages to English;
- Provide appropriate English language training ranging from key words only to oral and written fluency in English for longer term workers;
- Make use of bilingual employees to interpret/translate information to their non-English-speaking colleagues.

Tuffin Ferraby Taylor LLP will ensure that the interpreter/translator is competent to fulfil that role and will be given sufficient authority to discharge the responsibility placed upon them and ensure that communication is effective.

## 6 External Communication

Managerial staff will ensure that they establish lines of communication with other organisations/persons that may be affected by Tuffin Ferraby Taylor LLP activities. This may be verbally, through the use of signage, in writing or a combination thereof.

Managerial shall expect likewise that other organisations/persons will communicate health safety, or organisational issues that may impact on Tuffin Ferraby Taylor LLP Health and Safety.

## 7 Training and the Maintenance of Competency

Tuffin Ferraby Taylor LLP 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.

Managerial staff must therefore ensure that all employees under their control have the appropriate training and knowledge required by their tasks and can gain experience relevant to the work being carried out in order to maintain that competence. Newly trained personnel will be appropriately supervised until such time that it is established that a suitable level of competency has been achieved.

Managerial staff will identify and arrange training and instruction of employees.

Records will be kept of all training related to their work activities (including trade related qualifications) along with health safety and environmental issues. Refresher training will be organised (where required) to keep each employee's qualifications up to date and to maintain competence.

Accurate records of training will enable the company to demonstrate effective management of training to enforcing authorities or other interested parties.

## 8 Safe System of Work

Tuffin Ferraby Taylor LLP will ensure that a Safe System of Work (SSoW) is established for all its work activities. In order to achieve this, work activities will be risk assessed.

In general terms:

- Where a hazard cannot be eliminated the identified risk will be managed and controlled within tolerable limits.
- Method Statements and/or Risk Assessments that reflect the work activity and the environment in which it will occur will be established.
- Where a task(s) requires specific actions to be followed a permit to work system will be established and implemented.
- Safety equipment required to achieve risk control will be provided free of charge where necessary.

## 9 Risk Assessment

Tuffin Ferraby Taylor LLP 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.

Managerial staff are required to ensure Risk Assessments are in place for activities under their control. These Risk Assessments will be formulated by competent person(s).

All person(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. A copy of the Risk Assessment will be available at the workplace.

Where Tuffin Ferraby Taylor LLP works with another organisation, for example a contractor, we will communicate applicable Risk Assessment(s) which impact on that other organisation's work. Equally we will ensure that the other organisation communicates its Risk Assessment(s) where these have an impact on the Health and Safety of our workforce.

All Risk Assessments will be monitored and reviewed at regular intervals based upon the level of risk or when working practices or equipment change, to confirm that risks are adequately controlled and comply with current legislation.

## **10 Method Statements/Plans of work**

A Method Statement will be produced by Tuffin Ferraby Taylor LLP to describe how to control the risks identified for work activities in order to achieve a Safe System of Work.

A copy of the Method Statement (and its associated Risk Assessments) will be available at the workplace.

Everyone involved in the task will have the contents of the Method Statement formally communicated to them by Managerial. Records demonstrating the receipt of this information will be retained by the company.

The Principal Contractor will be requested to ensure that all requirements are met and that all planning procedures/control measures are implemented (with particular reference to hazardous features that the Principal Contractor has control over).

## **11 Safe Place of Work**

Tuffin Ferraby Taylor LLP is required to provide its employees, so far as is reasonably practicable, with a safe place of work along with safe access to and from that place of work. This will largely be achieved by the implementation of a safe system of work within that workplace.

Furthermore we will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.

Regular inspections/monitoring of workplaces will be conducted by a competent person. Records will be kept and any findings reported, and where appropriate actioned.

## **12 Home Working**

Should Company employees work at home at any time, the general arrangements for managing their workplace will still apply.

To minimise risks, a Risk Assessment of the workplace will be carried out to identify potential hazards, in the same way as in a traditional work environment.

Records of assessments will be retained and reviewed to ensure the working environment remains acceptable.

All work equipment that is issued for home use will be subject to an assessment of suitability and will be subject to regular inspection on request. All sections of the Health and Safety Policy and procedures will remain applicable, particularly Accident Reporting.

### **13 Work in Other Employer's Premises**

All activities that Tuffin Ferraby Taylor LLP engages in within other employer's premises will be subject to Risk Assessment.

Liaison with the controller of the premises will be achieved in order that suitable cooperation and coordination can be established to ensure the Health and Safety for all involved.

### **14 Work in Schools and Other Educational Establishments**

On occasion, the Company may work within schools and other educational establishments.

Work in premises such as schools needs careful thought and planning. Some children and vulnerable learners are drawn to external workers and their activities. Tuffin Ferraby Taylor LLP must do everything we can to keep them out of the working area(s) and away from danger.

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

We will work closely with the establishment's management team and the local education authority (if applicable) and be fully briefed on the procedures for the establishment.

The following specific steps are particularly relevant to child safety:

- Secure sites adequately (i.e. that will prevent children squeezing through, under or climbing over so far as is reasonably practicable).
- Barrier off or cover over excavations, pits, ponds, tanks.
- Store building materials so that they cannot topple or roll over.
- Remove access ladders from excavations and scaffolds.
- Lock away hazardous substances.
- Educate children on the dangers of the works.

On all occasions, project Risk Assessments will be reviewed to take into account the age and nature of the students with a particular emphasis on child protection issues.

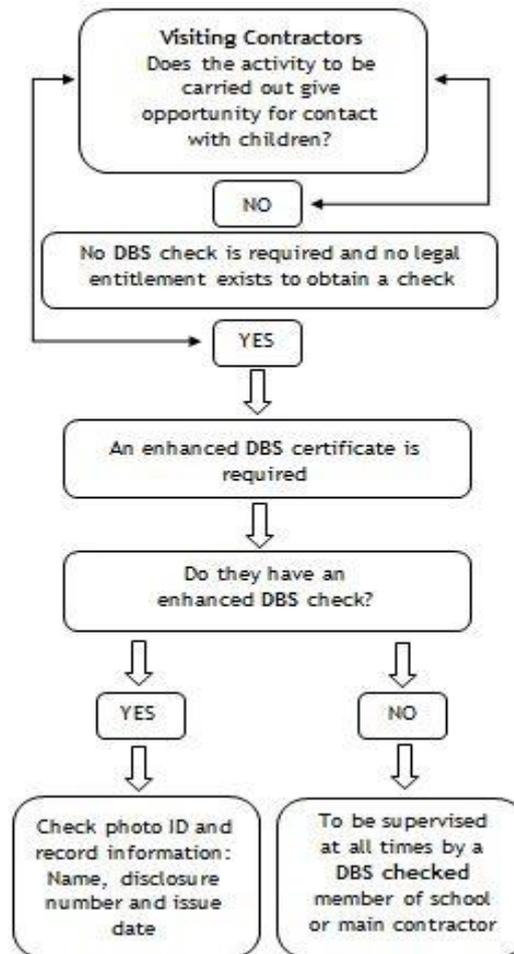
#### **Child Protection**

As children under the age of 18 are likely to be present within these establishments Tuffin Ferraby Taylor LLP staff, contractors and suppliers, may have direct or indirect contact with the students as a result of their work.

Company personnel will be seen by students as safe and trustworthy because of our role in the school.

Therefore Tuffin Ferraby Taylor LLP must comply with the measures described in the Department for Education and Skills document “Safeguarding Children and Safer Recruitment in Education”.

Tuffin Ferraby Taylor LLP will include the need for Photo ID and DBS checks appropriate to the level of contact which is set out in the flow chart below.



## 15 Winter Conditions

Whilst we make every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, staff should utilise portable heaters where possible, in accordance with our Fire Risk Assessment and put on additional clothing as a temporary measure whilst a solution is sought.

Where the temperature in the work areas falls below 16 degrees Celsius for a prolonged period, managers will authorise staff to go home on full pay or work from home where possible. If work in some areas involves physical effort the minimum temperature which applies is 13 degrees Celsius.

Employees who drive for work purposes have been issued with, and are expected to follow, the relevant sections of the Health and Safety Policy.

In the event of snowfall within the commuting routes of employees, managers will monitor weather conditions and release staff early if necessary to avoid them being trapped at work. Managers will also contact staff if the workplace is to be closed and/or they not expected to come to work e.g. during a period of prolonged freezing conditions.

Unless directed by management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded.

Line Managers are responsible for ensuring that additional communications and other precautions are taken as necessary to safeguard those who are lone working.

If due to low staff numbers, our first aiders are not available the most senior Manager present will take the role of appointed person for the purpose of managing any first aid incident and obtaining medical treatment.

We will also pay particular attention to building entrance areas to minimise the risks from wet floors. Employees will be encouraged to wear footwear with a good tread when walking outside.

## **16 Visiting Redundant or Derelict Premises**

Prior to visiting any premises that may be unoccupied, subject to vandalism or in a run-down state, Tuffin Ferraby Taylor LLP 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.

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.

Tuffin Ferraby Taylor LLP will arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so.

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

## 17 Working in Hospitals

On occasion, Tuffin Ferraby Taylor LLP may work within hospitals.

As with all buildings that the Company works in, isolation and emergency procedures will be followed.

In addition to this, Risk Assessments 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).

On all occasions, personnel representing the company will work closely with the hospital management teams and be fully briefed on the procedures for each establishment.

## 18 Monitoring at the Workplace

Managers 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.

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 managerial 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 to the severity of the incident this may require the assistance of SOCOTEC upon request.

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.

Meetings to discuss health, safety, welfare and environmental issues will be held at regular intervals between management and SOCOTEC upon request.

## 19 Work at Height

The working at height regulations require employers to:

- Avoid employees working at height where it is possible;
- Make effective use of safe places of work already provided;
- Use work equipment or other measures to prevent falls where working at height cannot be avoided; and

- Where they cannot eliminate the risk of a fall liable to cause personal injury, use equipment or other measures to minimise the distance and consequences of a fall should one occur.

The company will carry out a Risk Assessment to identify the risks of work at height and develop processes to eliminate or control the risks. Additionally we will ensure that all work at height is adequately planned, organised and supervised and carried out in a safe manner.

Tuffin Ferraby Taylor LLP will ensure that everyone involved in working at height is competent (or being trained and supervised by a competent person). We 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.

Tuffin Ferraby Taylor LLP will appoint a competent person(s) to inspect and maintain work at height equipment (including places of work) at the statutory intervals determined by the environment and frequency of use.

All personal protective equipment provided to maintain safety when working at height (i.e. harnesses and lanyards); will be inspected at the required frequency and any defects noted during those inspections. These will be reported by operatives prior to or during use and will be attended to immediately.

Employees must inspect the equipment provided immediately before they use it and ensure any defective equipment is exchanged or repaired before use.

If work is to be undertaken at height then prevention of falls will be the first priority. Collective prevention measures will be put in place so that personal protection is only a secondary measure.

When selecting work equipment, Tuffin Ferraby Taylor LLP will take account of the working conditions, the distance to be negotiated, the distance and consequences of a fall.

Additionally, we will ensure that arrangements are in place in the event of an emergency or a rescue needing to be facilitated.

## 20 Ladders and Step Ladders

Ladders will be used only where the use of more suitable work equipment is not justified. (This could be due to the low risk and short duration of use or, because of existing features within the workplace which cannot be altered which make ladders the only possible suitable equipment).

No work will be conducted from ladders unless a Risk Assessment shows that this is the only reasonably practicable and final option. Every attempt will be made by Tuffin Ferraby Taylor LLP to eliminate the use of ladders and step ladders as an option for working at height.

If ladders are deemed to be the only option, they will be used only if a Risk Assessment shows:

- That the operative can maintain three points of contact;
- That the task is of short duration (under 30 minutes);
- That the task is low risk;

- Ladders are classified as 'Professional' under BS EN131;
- Ladders can be set at an angle not exceeding 75 degrees (1 out to 4 ratio);
- Ladders are clearly identifiable and subject to regular inspections.

Additional control measures will be introduced (if practicable) to reduce the risks to a minimum. This will be in the form of ladder stays, stand offs or other proprietary ladders or ladder securing devices.

Persons using ladders will have attended training in the use of ladders and any associated accessories and be familiar with the hazards associated with the use of this equipment.

Step ladders will be used only when the Risk Assessment determines that their use has a low risk and is of a short duration (less than 30 minutes) and, where other equipment cannot fit due to space restrictions. Priority will be given to selecting work equipment with a working platform and some type of edge protection or rail whilst the operative is on the steps. Podium steps or similar design equipment will be considered in the first instance.

Step ladders will be of sufficient height to enable the work to be carried out from no higher than the third tread from the top. Step ladders will be used only on a firm and level base to prevent them toppling.

All ladders and step ladders will be inspected prior to each use and on a regular basis which shall be recorded.

## 21 Mobile Elevating Work Platforms

Mobile Elevating Work Platforms (MEWPs) must be operated only by competent employees who hold relevant proof of training and have undergone familiarisation training by the plant hirer.

When Cherry Picker type MEWPs are used, employees will be attached to the proprietary fixing point by a harness and fixed length restraint lanyard.

To prevent being thrown out, an employee operating a Scissor Lift type MEWP should fix harnesses to the attachment point when operating the machine over rough ground and while the platform ascends and descends. There is no requirement to be harnessed to the Scissor Lift whilst working within the confines of the platform when it is in a static position.

## 22 Driving When Working for Tuffin Ferraby Taylor LLP

Tuffin Ferraby Taylor LLP 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.

The Company's policy is that all drivers must be in control of their vehicle at all times.

A hands free kit will be fitted to company vehicles to enable drivers to use the phone in accordance with current legislation.

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 reason, a Supervisor or Manager should be immediately informed.

Only those employees who hold a current valid driving licence for the vehicle type they plan to drive are permitted to do so.

Authority will be given to all drivers and a copy of their full UK driving licence will be held on file.

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 vehicles.

For all company vehicles the required Road Tax and MOT (if applicable) will be held and a register kept and held on file.

Company vehicles will be subject to maintenance and servicing in accordance with manufacturer's instructions, to be arranged by the driver.

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.

## 23 Display Screen Equipment

The use of Display Screen Equipment (DSE) has been linked to cases of Musculoskeletal disorders (see separate section within this Policy) and eye problems.

In accordance with current legislation Tuffin Ferraby Taylor LLP will identify all Users – those employees who use DSE for a significant part of their working day (usually in excess of 1 hour).

A suitable assessment of the risk will be carried out for all users. Any risks identified will be reduced as far as is reasonably practicable.

All users will receive regular, adequate training and information in the correct set-up and use of DSE.

Eye tests will be provided upon request and the company will make a contribution to the basic price of spectacles provided specifically for the use of DSE.

Any user who works at home or away from the Company's premises will receive adequate information in the correct set-up and use of DSE. This information should enable the person to complete their own DSE Risk Assessment, which will be returned to their Manager once complete.

Any risks identified will be reduced to low as is reasonably practicable.

All DSE users must undertake the Praxis 42 DSE module as part of their induction.

## 24 Occupational Health

Tuffin Ferraby Taylor LLP recognises that workers may suffer from ill health caused or made worse by work. This may be due to for example:

- Musculoskeletal disorders (MSDs): from work-related upper limb disorders (WRULDs) and back injuries;
- Work-related stress;
- Occupational dermatitis;
- And many others.

We 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.

Employees are encouraged to report any suspected work related ill health through Managers and the Health and Safety Partner/Co-ordinator so that action can be taken to manage the situation.

## 25 Hazardous Substances

Prior to any work activity commencing, information must be obtained on any material, substance or process to be used or likely to be encountered which could be a hazard to the health of personnel.

Tuffin Ferraby Taylor LLP shall carry out Risk Assessment(s) related to the use of products or the creation of by-products, to identify whether those substances are hazardous to health. If necessary, a workplace/job specific Control Of Substances Hazardous to Health (COSHH) Assessment will be produced.

Appropriate control measures must be identified and implemented to ensure the Health and Safety of personnel affected by the use of substances hazardous to health and the protection of the environment.

Such control measures may seek to eliminate/substitute the substance, to provide collective protection and or personal protection.

## 26 Musculoskeletal Disorders and Manual Handling

Musculoskeletal Disorders (MSD) cover any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back. Tuffin Ferraby Taylor LLP will take the steps necessary to prevent and manage MSDs, assessing the risks of manual handling and repetitive tasks.

The incorrect handling of loads causes large numbers of injuries and can result in pain, time off work and sometimes permanent disablement.

Manual Handling operations are defined as "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force".

Current legislation requires, where reasonably practicable, that manual handling is eliminated. Where it cannot be eliminated, then a Risk Assessment must be carried out where there is a risk of injury due to the manual handling operation.

To this end, the company shall seek to effectively manage the handling activities that its personnel may be engaged in as part of their work (including taking account of repetitive tasks). This will be achieved by the following four steps:

- **Avoid** the need for manual handling, so far as is reasonably practicable;
- **Assess** the risk of injury from any manual handling that cannot be avoided;
- **Reduce** the risk of injury from manual handling, so far as is reasonably practicable;
- **Inform** the employer if hazardous handling activities are identified.

Where manual handling tasks are necessary, we will conduct a Risk Assessment and implement any required control measures. These may include:

- Provide mechanical aids such as trolleys, pallet truck etc;
- Provide sufficient persons to enable the lift to be carried out in a safe manner;
- Provide suitable lifting attachments such as handles or handholds;
- Ensure items are secure to prevent load shifting;
- Reduce the size of load to be lifted;
- Provide adequate PPE;
- Provide employees with manual handling training;
- Provide manual handling information through posters etc;
- Ensure employees take care to ensure that their activities do not put others at risk.

## 27 Stress

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 himself/herself as well as to others.

Tuffin Ferraby Taylor LLP 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.

Managerial 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.

Tuffin Ferraby Taylor LLP policy 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.

## 28 Well-Being and Mental Health

The Well-being Policy will be reviewed each year, or more frequently if required, to ensure that it is effective and up to date.

The policy will be amended where required and all employees informed of any amendment. A copy of the well-being policy will be available to all employees. Each workplace will hold a copy of the policy.

The Well-being statement of intent will be displayed on a health and safety notice board and a copy held at each work location.

To implement an effective health and well-being strategy, "Client Name" will engage and work with its employees at different levels across the organisation.

Tuffin Ferraby Taylor LLP will engage with external support groups and campaigns to identify how we can commit to as a business to reduce stigma and discrimination.

The employers pledge action plan will be led by our appointed well-being lead, supported and signed by our senior management team. This commitment will be communicated to our employees with regular updates provided as to the action taken. We will revisit our pledge on a regular basis (at least every 6 months) to ensure we are progressing against our commitments. (optional please delete as appropriate)

Tuffin Ferraby Taylor LLP will provide support and resilience across the organisation aiming to develop a culture that is inclusive, open, and supportive of people experiencing mental ill-health. Evidence suggests there are 5 steps we can all take to improve our mental well-being. We will support and guide our workforce towards these steps with an aim to make them feel happier, more positive and assist them to live and work productively:

- Connect – connect with the people around you: your family, friends, colleagues and neighbours. Spend time developing these relationships.
- Be active – you don't have to go to the gym. Take a walk, go cycling or play a game of football. Find an activity that you enjoy and make it a part of your life. Evidence suggests that taking regular exercise has the same effect as taking mild to moderate anti-depressants.
- Keep learning – learning new skills can give you a sense of achievement and a new confidence.
- Give to others – even the smallest act can count, whether it's a smile, a thank you or a kind word. Larger acts, such as volunteering at your local community centre, can improve your mental well-being and help you build new social networks.

- Be mindful – be more aware of the present moment, including your thoughts and feelings, your body and the world around you. Mindfulness can positively change the way you feel about life and how you approach challenges. The use of ‘mindfulness’ apps like Headspace are encouraged.

## 29 Managing Sickness

Research shows that long periods out of work can lead to worse health, while working can be good for physical and mental health and well-being.

In some cases the longer personnel are absent through illness, the lower the chances of them returning to work. Work may help people recover more quickly from illness.

To this end, Tuffin Ferraby Taylor LLP will endeavour to help employees back to work as soon as possible.

The company will ensure that it maintains regular contact with the employee during their absence (in accordance with the HSE recommended guidance document HSG 249) and implement the Company’s sickness policy.

The employee will be required to inform the company of their intended absence and (where applicable) provide a ‘Fit Note’ from their Doctor.

A plan to return to work will be implemented with professional advice sought if required. This plan will be agreed with the employee and progress will be monitored.

Where necessary, we will discuss changes to support an employee’s long-term prospects of employment following sickness absence.

On return to work the employee will receive a ‘return to work’ interview. Monitoring of sickness absence and any effects from illness/injury will be agreed to ensure that any reasonable adjustments to the working environment/activities can be accommodated.

## 30 Asbestos

Asbestos represents a significant risk within the work environment. Tuffin Ferraby Taylor LLP shall take such steps as are necessary to control this risk as it affects its undertakings.

## 31 Work where Asbestos may be Encountered

Steps will be taken to identify and locate materials in premises likely to contain asbestos.

Employees and any others who are likely to come into contact with asbestos will receive awareness training which will include emergency procedures, decontamination procedures and safe working practices.

Contractors who work in the premises will be trained in asbestos awareness and will be made aware of the location of any asbestos-containing materials prior to the start of any work.

Before any work is carried out on the fabric of any premises, a specific and more intrusive investigation may be required to ensure that any concealed asbestos-containing materials are identified.

**No works that will disturb asbestos-containing materials shall be undertaken under any circumstances.**

Should suspected asbestos-containing materials be discovered during any works then all works will be stopped until specialist advice is sought.

Any asbestos removal works will be carried out by trained asbestos contractors and all waste will be disposed of in accordance with current waste regulations.

### 32 Electricity

The use of electricity in the workplace is widespread and represents a significant risk of personal injury and fire.

No company employee is to undertake electrical work on any equipment or system within the workplace unless those employees hold the relevant qualifications and have been authorised.

Any faults or hazards related to electrical equipment or installation should be reported to Managers for action.

### 33 Management of Electricity in Premises

Tuffin Ferraby Taylor LLP will ensure that electrical installations are subject to inspection, testing and where required maintenance. Managers responsible for premises will obtain certification to ensure that any permanent or temporary (if required) installations are on record and in date.

Periodic Portable Appliance Testing will be carried out for all electrical equipment as suggested by guidance or specified by the company's insurance company, whichever is the shortest period.

All personnel should visually inspect any electrical equipment under their control for suspected visual defects and report these for corrective action.

Where the employee is facing problems in powering equipment, (i.e. lack of sockets), they should report this and not attempt to resolve the situation themselves by adding extension leads.

### 34 Gas

Gas represents a significant risk to both Tuffin Ferraby Taylor LLP personnel and to others that it may affect. The management of gas safety is therefore an area that requires close attention.

### 35 Control of Gas in Premises

The company will ensure that its gas equipment is regularly inspected and maintained in accordance with guidance and supplier advice. Such work will only be carried out by a competent contractor/individual.

Documentation relevant to such work will be kept on record.

### 36 Emergency Procedures

Whilst all reasonably practicable steps shall be taken by Tuffin Ferraby Taylor LLP to ensure its activities take place as planned, within the boundaries set by this policy and any relevant assessments, the company recognises that emergencies can occur and that these need consideration and management action in order that control of a situation where its employees may be at risk.

Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces.

All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practised regularly and records will be maintained.

Appointed persons will be identified to take control in the event of an emergency incident.

### 37 Fire Prevention and Evacuation Procedures

A Fire Risk Assessment will be completed at all workplaces under the control of Tuffin Ferraby Taylor LLP.

Appropriate measures will be implemented at all workplaces, including adequate:

- Means of fire detection;
- Means of raising the alarm in the event of a fire;
- Firefighting equipment;
- Emergency lighting;
- Emergency routes and exits.

Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment. Fixed electrical installations will be inspected and tested periodically.

Procedures will be produced at all workplaces detailing action to be taken in the event of a fire including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.

An appointed person will regularly inspect the designated evacuation routes for obstructions.

Fire plans will be displayed around the building(s). Emergency routes and exits will be indicated by signs.

Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.

All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practised regularly and records will be maintained.

Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

### **38 Bomb or Other Threat**

Tuffin Ferraby Taylor LLP has established procedures in the event of bomb or other threat to premises under our control including the discovery of a suspect article or any incident necessitating evacuation of the premises.

Even in a low threat situation, any suspect article should be treated with suspicion and may require evacuation of premises and the summoning of the Emergency Services; therefore no one should leave any item unattended such that action is required to be taken.

### **39 First Aid and Accident Reporting**

All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees) or damage to any property.

Nominated 'suitable person(s)' - trained First Aiders or Emergency First Aiders - will be provided at all workplaces to administer First Aid treatment. The numbers required will be determined by a suitable and sufficient Risk Assessment.

Adequate First Aid equipment will be provided at all workplaces under the control of the First Aider to include:

- First Aid Kits;
- Eyewash Stations;
- A suitable place or room for the administration of simple first aid procedures.

All employees, contractors and visitors must report all injuries and accidents in accordance with company policy and ensure details are recorded in the Workplace Accident Book. The book may be hard copy or electronic.

Management must report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required by current legislation.

Fatal and 'Specified injuries' can be reported by phone and online to the HSE Incident Contact Centre.

Less serious accidents where a person is away from normal working duties for at least seven days as a direct result of a work related accident can only be reported using the F2508 form and must be reported within 15 days of the accident.

For benchmark and comparative analysis against previous statistics, we will continue to record all injuries which result in absence from work of more than three days.

Reported accidents will be investigated to ensure that protective and preventive measures are reviewed and controls are amended or improved as required to prevent recurrence. Accident reports will be prepared to comply with legislation and where necessary to prepare for litigation.

The Enforcing Authority must be informed when:

- Any person dies as a result of or in connection with work;
- Any person suffers a 'Specified injury' or disease as a result of or in connection with work;
- A person is incapacitated for work for more than 7 consecutive days due to an accident at work. This must be reported within 15 days;
- Any person not at work (visitor, member of public, etc.) is injured as a result of an accident at a workplace and requires treatment at a hospital.

#### **40 Near Miss Reporting**

A near miss is an unplanned event that did not result in injury, illness or damage but had the potential to do so. Incidents occur every day in the workplace, which have the potential to result in a serious injury or damage. By reporting and recording near misses, Tuffin Ferraby Taylor aim to identify any measures which could be implemented in order to prevent future accidents.

Employees will be encouraged to report near misses. All near misses will be reported directly to the Management and recorded on the near miss record form.

#### **41 Welfare Facilities**

Suitable and sufficient welfare facilities will be available at all workplaces for all employees, contractors and visitors, including:

- Toilet facilities, (including special facilities for the disabled);
- Washing facilities;
- Facilities for rest and to prepare and eat meals, including means for boiling water
- Drinking water

All facilities will be maintained to a satisfactory standard, with regard to:

- Accessibility
- Temperature
- Ventilation
- Lighting
- Cleanliness/hygiene

#### **42 Personal Protective Equipment**

The company recognises the use of PPE as part of its strategy to control risk. PPE will be selected following Risk Assessment identifying its need.

The selection will be based on the PPE's ability to afford the best protection and shall be provided free of charge, to all personnel requiring it to carry out their allocated tasks.

Tuffin Ferraby Taylor LLP will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.

Personnel will use issued PPE fully and correctly and shall report any loss or damage.

All PPE shall be personal issue.

#### **43 Protection of the Public and/or Non-Employees**

Arrangements will be made to ensure, so far as is reasonably practicable, that no member of the public or non Tuffin Ferraby Taylor LLP employee(s) is exposed to risks to their Health and Safety as a result of our activities.

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.

#### **44 Employment Status**

Under current legislation, specific reference is made to the working status of employees (self-employed, agency worker, etc).

Tuffin Ferraby Taylor LLP 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 as a result of what they do, or omit to do, and furthermore that they shall cooperate with the company on health and safety matters.

#### **45 Temporary/Short Contract and/or Agency Workers**

Tuffin Ferraby Taylor LLP 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.

The company shall provide any health surveillance where the nature of the work requires it.

This information will be provided before the employees concerned commence their duties.

In the case of an employment business employee, the aforementioned information shall be supplied to the employment business. It is expected that, in line with current legislation, the employment business concerned shall ensure that the information provided is given to the relevant employees.

#### **46 New or Expectant Mothers**

Any employee is required to notify the company (in writing) that she is pregnant, has given birth within the previous six months, or is breastfeeding.

She will also be required to provide the company with a certificate from a registered medical practitioner or a registered midwife showing that she is pregnant.

Once this is confirmed, Tuffin Ferraby Taylor LLP will conduct a review of her current work, specific Risk Assessment and implement any changes/control measures to protect her unborn baby.

This assessment will take into account the following considerations:

- Long working hours;
- Night-time working;
- Stress;
- Noise;
- Violence from customers;
- Exposure to toxic substances, e.g. lead, pesticides, mercury etc;
- Radiation;
- Manual handling

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

Tuffin Ferraby Taylor LLP will also provide suitable facilities for pregnant and breastfeeding mothers to rest while at work.

#### **47 Employment of Personnel with Disabilities**

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.

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.

Tuffin Ferraby Taylor LLP will provide the necessary support, assistance and care to disabled employees. When an existing employee becomes disabled, we 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.

## 48 Young Persons

The company accepts responsibility for ensuring that young people, particularly those under 18, are safe in the working environment.

Before employing a young person, Tuffin Ferraby Taylor LLP will undertake a Risk Assessment in accordance current legislation.

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;
- exposes them to radiation;
- 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, In-House, 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.

Tuffin Ferraby Taylor LLP 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.

## 49 Work Experience Placements

Tuffin Ferraby Taylor LLP recognises that the exposure to work provided by placements is a significant step in preparing young people for adult and working life. It provides an opportunity to foster an early understanding of the importance of Health and Safety and to influence the attitudes of the future workforce.

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.

Where we accept students above the minimum school leaving age (MSLA), they will be considered a young person and the Risk Assessment reviewed accordingly. See separate section.

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.

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.

## 50 Lone Working

A Lone worker is defined as an employee who performs an activity that is intended to be carried out in isolation from other workers and/or without close or direct supervision however; there are circumstances where 'any situation or location in which someone works without a colleague nearby; or when someone is working out of sight or earshot of another colleague' may be also considered.

There is no general prohibition on a person working alone. There are however specific instances where legislation requires more than one person to be involved in the operations or activity and circumstances where either the location or the nature of the work is unsuitable to a lone worker.

It must be established whether lone working is likely to occur as part of an employee's working conditions.

Risk Assessments must be carried out and control measures put in place prior to the lone work commencing. Part of the method of work should include communication as an element of remote supervision. Only employees who display a high level of competence in their given tasks should be involved in lone working.

In certain cases lone working is not permissible and the worker will be physically supervised. This includes young people those undergoing training and other potentially vulnerable employees are not suitable.

## 51 Alcohol and Drug Misuse

Alcohol or drug misuse by employees or contractor(s) working in Tuffin Ferraby Taylor LLP premises (including supervisory and management staff) can adversely affect the Health and Safety of themselves or others in the workplace.

Therefore, it is the policy of Tuffin Ferraby Taylor LLP that alcohol and/or drugs (including so called 'legal highs') are prohibited in the workplace or whilst representing the company.

Any persons known to be, or strongly suspected of being affected by alcohol and/or drugs (including so called 'legal highs') must be referred to the appropriate supervisory or management representative who will arrange for the person to be removed from the workplace.

## 52 Smoking

Smoking, including the use of electronic cigarettes/vaping, is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, contractors, or visitors.

It is an offence to smoke or permit smoking in a smoke-free area. Anyone seen smoking in a smoke-free area should be reported to a Manager.

'No Smoking' signs of the appropriate size and containing the information required by the relevant regulation will be clearly displayed at or near the entrances to smoke-free premises, public spaces and within vehicles.

## 53 Construction, Design and Management (CDM)

Legislation places a responsibility on all organisations that are in control of premises to ensure that those premises are safe for anyone using them. This may require regular maintenance work which itself may often be considered to be construction work, but also specific construction to be carried out

Tuffin Ferraby Taylor LLP will ensure that it complies with the requirements of the Construction (Design and Management) Regulations 2015 dependant on the role(s) it is undertaking (Client, Principal Designer, Designer, Principal Contractor, Contractor).

The regulations cover the management of Health and Safety from concept through to demolition including hazard identification and control, following the general principles of prevention set out in the Management of Health and Safety at Work Regulations 1999 - Eliminate, reduce, inform, control.

There are five key duty holders in The Construction (Design & Management) Regulations 2015 (CDM).

These are:

- The Client
- The Principal Designer
- The Designer(s)
- The Principal Contractor
- The Contractor(s)

### Responsibilities when acting as a Client

When the Company acts as the Client under CDM 2015 and there is more than one Contractor working on the project at any time, it is important to be aware that unless the Company appoints a Principal Designer and Principal Contractor, these duties and all the associated responsibilities are assumed by the Company.

Under CDM the Client is defined as a person or organisation for whom a construction project is carried out.

The Client must:

Make suitable arrangements for managing a project. This includes making sure that:

- Other duty holders are appointed
- Sufficient time and resources are allocated

Clients must also make sure that:

- Relevant information is prepared and provided to other duty holders
- The Principal Designer and Principal Contractor carry out their duties
- Welfare facilities are provided.

The Client is responsible in law for its impact on the arrangements that are made to manage the project.

### Notifiable Projects

The requirements of CDM 2015 apply whether or not the project is notifiable.

However, where the project is notifiable the Client must give notice in writing to the HSE as soon as practicable (F10).

Projects become notifiable if the construction work:

- 1 Is expected to last more than 30 working days and have more than 20 workers working on site simultaneously at any point in the project
- OR
- 2 Involves more than 500 person days, for example 50 persons working for more than 10 days.

Note: All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes place on these days.

For all work the Client must ensure that a Construction Phase Plan is prepared and the requirements in Schedule 2 Welfare Facilities must be complied with. The Client must also ensure that the Principal Designer prepares a Health and Safety File for the project.

### Responsibilities when acting as Designers

Designers must:

- Understand and be aware of significant risks that construction workers can be exposed to, and how these can arise from design decisions.
- Have the right skills, knowledge, and experience, and be adequately resourced to address the Health and Safety issues likely to be involved in the design.
- Check that clients are aware of their duties.
- Cooperate with others who have responsibilities, in particular the Principal Designer.
- Take into account the general principles of prevention when carrying out design work.

- Provide information about the risks arising from their design.
- Coordinate their work with that of others in order to improve the way in which risks are managed and controlled.

### Responsibilities when acting as a Contractor

Contractors have a responsibility to ensure that their workers and any contractors (including self-employed sub-contractors) employed manage and control Health and Safety risks. In order to achieve this, a Contractor must:

- Address the client's requirements, any pre-construction information provided by the Principal Designer and relevant parts of the Construction Phase Plan and any other requirements provided by the Principal Contractor when planning work, for example this may be information about buried services.
- Ensure those carrying out the work have the right skills, knowledge, training, experience and supervision.
- Ensure those carrying out the work have the right tools, equipment, materials and personal protective equipment.
- Pass on relevant information and instructions to workers. This could be done by briefing workers and, for higher risk tasks, using a safety Method Statement which outlines the planned method, sequence and control measures.
- Ensure that workers comply with the site rules.
- If required, coordinate the work with those of other Contractors and the Principal Contractor.
- Agree with the Principal Contractor the arrangements for exchanging information to allow communication and coordination with other contractors to manage Health and Safety.
- Ensure workers receive a site induction.
- Allow workers sufficient time to prepare and carry out the work.
- Inform the Principal Contractor of any intention to sub-contract elements of assigned work.

## 54 Environment Control

Tuffin Ferraby Taylor LLP is committed to effectively managing all the environmental impacts of its activities through compliance with legislation, industry good practice and company policy.

The company recognises the need to operate the business in a manner which reflects sound environmental management practices and will balance its business aims with the need to protect the local and global environment.

The Company Environmental Policy must earn the confidence of employees, customers and the general public by demonstrating a commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste through the continual improvement of environmental performance.

Appropriate arrangements to protect the environment will be put in place at all workplaces, including:

- Approved storage and use of raw materials and substances;

- Waste minimisation, promoting re-use, recovery and recycling;
- Compliance with Site Waste Management Plans where applicable;
- Identified waste disposal routes under Duty of Care and the Hazardous Waste Regulations;
- Monitoring and review of environmental performance.

## 55 Records and Archiving

Records will be maintained of all necessary health, safety and environmental documentation. This will include:

- Health, Safety and Environmental Policy;
- Procedures documents;
- Risk Assessments;
- Method Statements;
- COSHH Assessments;
- Health and Safety Plans;
- Statutory documentation (inspections, reports etc.);
- Accident Book;
- Training records;
- Other relevant health, safety and environmental documents.

## 56 Pandemics and Epidemics

Tuffin Ferraby Taylor LLP will as far as possible plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic. In the event of an epidemic or pandemic, Tuffin Ferraby Taylor LLP will, as far as possible:

- Assist its clients, staff, volunteers and others, as relevant, to minimise their exposure to the illness concerned.
- Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
- Support employees, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion.
- Provide standard precautions such as personal protective equipment (e.g. masks, soap, and gloves).
- Maintain its services and operations throughout the period of concern.

In the event of an infectious disease being declared an epidemic or pandemic, Tuffin Ferraby Taylor LLP requires people covered by this Policy to follow the guidance recommended by the World Health Organization, Public Health England etc.

For the purpose of this policy, infectious diseases mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. This policy is focused on infectious diseases that are declared to be an epidemic or pandemic. We will always follow the advice of the UK Government, Medical experts and the World Health Organisation as well as the HSE. We will ensure that we manage any misinformation and only follow and discuss trusted sources of reliable advice.

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