

## Environment, Health and Safety: *Policy*



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**Prepared by:**

**DB Designs UK Ltd**

Unit 3-4a Courtlands  
Antlands Lane  
Shipley Bridge  
Surrey  
RH6 9TE

**t:** 01293 823983  
**f:** 01293 823624  
**e:** [info@dbdesignsukltd.com](mailto:info@dbdesignsukltd.com)

## Environmental, Health and Safety: *Policy*

This Document contains the Environmental Health and Safety Policy and Procedures of DB Designs UK Ltd. DB Designs UK Ltd will ensure that it is reviewed at least every 12 months and updated where appropriate.

### Record of Amendments

Date	Issue	Amended By	Comments/Details
02/08/12	1	G.C.	Initial review
28/07/2013	2	G.C.	Legionella Addition
13/08/2013	3	G.C.	Annual Review
10/08/2014	4	G.C.	Annual Review
23/10/2015	5	G.C.	Annual review Updated CDM Regulations 2015
25/10/2016	6	G.C.	Annual Review
07/11/2017	7	G.C.	Annual Review Updated Director's details and Management chart
24/10/2018	8	G.C.	Annual Review Update to Accident Reporting
04/12/2019	8	G.C.	Annual Review Updated Management chart
08/01/2021	9	G.C.	Annual Review COVID-19 Procedures included in Section 4
02/03.2022	10	G.C.	Annual Review Updated management chart Updates to Scaffold / lone working clauses

**G.C. = Goddard Consulting LLP**

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## Section 1

### *Statement of Intent*



## Section 1: *Statement of Intent*

DB Designs UK Ltd is an organisation that places high value on maintaining an effective system of Health and Safety Management in all aspects of work. Its primary intent is to complete any given project while conscientiously adopting all reasonably practicable measures to avoid any risks to employees, operatives or others that may be affected by its actions or omissions. DB Designs UK Ltd seeks to achieve these through co-operation with all those involved in a given task and the dedication of sufficient resources to any task to permit it to be carried out safely and with minimal risk to those involved. This statement is a formal declaration of DB Designs UK Ltd's intent to implement the policies described.

The Managing Director has the responsibility for ensuring that the above intentions are acted upon and the Policy is implemented in the planning, execution and day-to-day running of all projects.

DB Designs UK Ltd will implement all procedures in accordance with all relevant statutory instruments and regulations, and fulfil any duties placed upon it by such laws.

All employees and sub-contractors are expected to adopt a similar perspective on Health and Safety and will be expected to behave in such a manner that takes reasonable care of their Health and Safety and anyone else's who is affected by their actions or omissions. Furthermore, employees of DB Designs UK Ltd will be provided with training to ensure the safe execution of all their duties.

DB Designs UK Ltd will endeavour to ensure that all potential Risks are foreseen and, as far as is reasonably practicable, controlled. Attainment of this goal will be reached through a diligent process of Risk Assessment and implementation of identified control measures.

**Signed**

**Date:**

Brian Baker  
Director

## Section 2

### *Environmental Policy Statement*



## Section 2: *Environmental Policy Statement*

We believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods. It is our priority to encourage our Clients, customers, subcontractors, suppliers and all business associates, to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice.
- Minimise our waste and then reuse or recycle as much of it as possible.
- Minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.
- Ensure that all employees understand our environmental policy and conform to the high standards it requires.
- Address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned.
- Update our Environmental Policy annually in consultation with staff, associates and customers.



## Section 3

### *Organisation and Responsibilities*



## Section 3: *Organisation & Responsibilities*

### Organisation

The effectiveness of the Health and Safety Policy is entirely dependent on those upon whom it falls on to implement.

The central responsibility for Health and Safety lies with the Managing Director. He is responsible for ensuring that the Health and Safety Policy is being effectively implemented and that all necessary parties are aware of what measures are in place, and what responsibilities are placed upon them with regard to Health, Safety & Welfare.

It will be the responsibility of the appointed Site Manager to ensure that all sub-contractors, labour only contractors and any other relevant parties (public, visitors etc.) are aware of policy and procedures when work is being carried out on site during a contract.

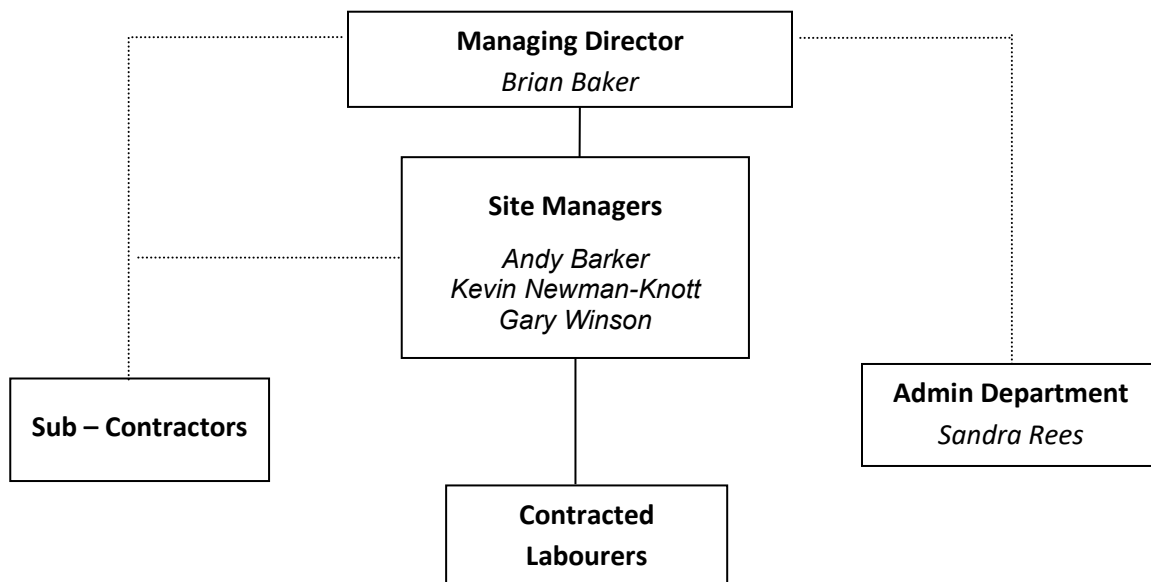
Every Individual has a duty to carry out his work in such a way that will not present any danger to himself or others whilst carrying out any activities in the workplace and co-operate with others with regard to discharging their duties, all in accordance with any safety procedures.

### Offices

DB Designs UK Ltd trading address is:  
Unit 3-4a Courtlands  
Antlands Lane  
Shipley Bridge  
Surrey  
RH6 9TE

## Management Chart

DB Designs UK Ltd carry out construction works. The company primarily carries out refurbishment projects, extensions and loft conversions. For many of these projects the company will often act as Principal Contractor under the CDM Regulations. All site works are carried out at the contract location and the administrative centre for the company are the offices at Unit 3-4a Courtlands. The management chart below shows the general structure of the company, with the permanently employed staff, although most site roles are fulfilled on an *ad hoc* basis, depending on the requirements of the project.



## Implementation of the Policy

At the planning stage, full account will be taken of those factors that help to eliminate injury, damage and waste, and decisions about other priorities (e.g. programme and profit) are to take proper account of health and safety requirements.

Sufficient time and resources will be allocated to ensure the Health and Safety Policy can be effectively implemented. This will allow for initial implementation of procedures and regular reviews of the systems in place, including hazard identification and Risk Assessments, to ensure that safe practices are being adopted, and that they are always relevant and sufficient for the dangers faced at any one time by operatives or anyone affected by DB Designs UK Ltd's actions or omissions. Reviews of the policy will take place annually as a minimum, or whenever it is felt there is a change in the Health and Safety requirements. Amendments to the Policy will be noted in the "Record of

Amendments” (page 2), and circulated to all operatives (if any), so as to guarantee complete awareness of company Health & Safety Policy.

Particular attention will be taken to ensuring that the correct procedures are in place in order to ensure compliance with all the appropriate legislation and regulations with regard to Health and Safety. Environmental issues will also be considered and suitably addressed.

Any new members of staff will be shown the Health and Safety Policy at the commencement of their contract and the various sections will be explained to them. A copy of the Health and Safety Policy will always be available for reference upon request. Responsibility and accountability in relation to the prevention of accidents, ill health, injuries and damage is to be specified clearly and in writing.

Facilities for joint consultation on matters of safety, health and welfare will be available through the Company. The agreements reached through these consultations will be taken into account when the policy is reviewed, and periodically as required.

**Managing Director** has the responsibility for:

- The overall implementation of the Health and Safety Policy and ensuring that DB Designs UK Ltd fulfils its legal responsibilities.
- Ensuring that DB Designs UK Ltd is adequately resourced financially and allows suitable provision of time for the implementation of the policy.
- Ensuring that all foreseeable risks have been identified and planned for and that the appropriate control measures to mitigate these have been put into place.
- Ensuring that everyone is aware of what responsibilities they have, and particularly which sections of the Health and Safety Policy it is their duty to implement.
- Ensuring that everyone employed by DB Designs UK Ltd is provided with, or already has any necessary training and continuous professional development and training is always encouraged.
- Ensuring that the Health and Safety Policy and the awareness of all those employed remains up to date with all current legislation and regulations.
- The continuing monitoring and annual review of the policy.
- Ensuring all the necessary notifications are made to the HSE or any other institution.
- Ensuring that all projects are carried out in accordance with the Construction (Design and Management) Regulations 2015 and other appropriate legislation and all the correct measures and documentation are in place before any work begins on site. This includes co-operating with all members of the design and construction team during a project.
- Setting a personal example when visiting sites by complying with all the Health and Safety legislation and wearing all the necessary PPE and taking all the safety precautions necessary.
- Employing a Health & Safety Advisor to assist with and/or explain any Health & Safety issues or legislation that are not understood, to ensure that DB Designs UK Ltd are never in a position of ignorance with regard to their duties.

**Site Manager** has the responsibility for:

- Fully understanding DB Designs UK Ltd's Health and Safety Policy and assisting the Managing Director (if not carried out by himself) in the planning of works to ensure that all works conform to the policies laid out in this document.
- Understanding the nature and scope of Construction Design and Management Regulations and the affect they will have during the planning of works and the day-to-day running of a Site.
- When on site - the ultimate responsibility for ensuring the Policy is properly implemented in all aspects of work during the day-to-day running of a site.
- Ensuring that all operatives on Site are aware of their duties and perform the necessary procedures, e.g. signing in and attending site inductions.
- Ensuring that the Managing Director (if not carried out by himself) are kept up to date with the status on site and is informed of anything regarding Health, Safety and Welfare including notifying him of any accidents or dangerous occurrences.
- Reviewing competence questionnaire returns, where necessary with the aid of a Health and Safety advisor or CDM Consultant and keeping a written record of such reviews. Also ensuring that any sub-contractors are issued with a copy of the Company Health and Safety Policy.
- Preparing Risk Assessments and Method Statements for activities with any element of Risk associated with them and ensuring all other safety documentation is used and kept up to date and on site, e.g. vibration assessments and ladder registers.
- Ensuring that the Daily Safety Meetings are attended.
- Co-operating with all members of the design team including the CDM Consultant.
- Conducting all actions in a manner that fully complies with all Health and Safety legislation and the contents of this policy. This includes wearing all the necessary PPE and will set a personal example.
- Ensuring the necessary inspections are carried out with sufficient frequency and ensuring the competence of those inspecting.

- Ensuring the presence and maintenance of all welfare, first aid and fire detection and fighting facilities.

**Employees (including company secretary) and Labour only Contractors**

- Employees and labour only contractors, will have the responsibility to comply with their duties under the Health & Safety at Work Act, 1974.
- Their essential responsibility will be to take reasonable care of the Health and Safety of themselves and anyone else who is affected by their actions or omissions. Fulfilling this responsibility will be a minimum standard for those working for DB Designs UK Ltd and those who fail to fulfil it will be subject to disciplinary proceeding, possibly resulting in the termination of their employment.
- Employees and labour only contractors will be shown the Health and Safety Policy at the commencement of their employment and it will be their responsibility to read and understand it, directing any enquiries regarding the policy towards the Managing Director.
- When working on site all Employees and labour only contractors will be expected to adhere to all safety recommendations given and wear all PPE provided for them. Anyone involved in horse play or not wearing the appropriate PPE will be removed from if they continually fail to co-operate.
- Employees and labour only contractors are expected to use only the correct tools for a given job, applying as per the manufacturers recommendations and reporting any faults or queries to the Site Manager.
- Employees and labour only contractors will be instructed to report any accident or incident, observations of area where safety does not appear to be satisfactory and any suggestions for safe systems of work to the site manager.



### **Sub-Contractors**

- Sub-contractors employed by DB Designs UK Ltd will be issued with a Company Health and Safety Policy, which they will be expected to adhere to. They must conform to all site rules and will have the same responsibilities as those directly employed.
- Any equipment or plant they bring on to site must satisfactorily fulfil any requirements necessary by law and all employees of sub-contractors are expected to be fully competent and trained for the tasks they will be carrying out. This will include ensuring the electric tools they use are 110 volts and have a sufficiently up to date PAT test certificate.
- The sub-contractors will not be allowed to alter anything on site that is not directly associated with the work they are carrying out; this is especially relevant in the case of ladders and other safety structures such as scaffolding.
- The sub-contractors will be expected to report accidents and dangerous occurrences along with observations regarding safety measures to the Site Manager.
- It will be the responsibility of the sub-contractor to use and maintain all plant and equipment brought onto site or anything hired, e.g. scaffolding.
- All sub-contractors will be expected to comply with the company's Health and Safety Policy and submit their own Health and Safety Policy and procedures to DB Designs UK Ltd for verification.
- It will be the responsibility of the sub-contractor to provide his operatives with the necessary welfare facilities unless a mutual agreement regarding the sharing of facilities has been made.
- Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with regulations and current recommendations, and that information must be provided to the Site Supervisor and any other person who may be affected on or off the site.

## Section 4

### *General Arrangements and Requirements*



## **Section 4: *General Arrangements & Requirements***

This section of the Health and Safety Policy is concerned with the nature of the measures and arrangements, mentioned in previous sections, which will be put into place in order to implement the policy and achieve what was outlined in the General Statement of Intent. Below are listed the arrangements for each of the following aspects, common to the nature of DB Designs UK Ltd's operations.

### **Planning**

The Health and Safety Policy will be adhered to from the very earliest of the planning stages of any project or activity. Meetings and consultations will be held to assess the requirements that any new project / activity may demand, with regard to Health and Safety.

DB Designs UK Ltd will ensure that a Construction Phase Plan, specific for every project undertaken, is prepared and is regularly updated in relation to the changing risks and requirements any one project may present.

Risk Assessments and Method Statements for every conceivable activity that may present a risk to Health or Safety are to be prepared.

### **Contractors**

All Contractors employed by DB Designs UK Ltd will be issued with a copy of the Company Health and Safety Policy Statement and Site Rules and Requirements.

DB Designs UK Ltd will also assess the competence of any sub-contractors employed, by way of issuing them with a competency questionnaire. The answered questionnaire will be examined where necessary, with the guidance of the appointed CDM Consultant or an external Health and Safety consultant.

## Suppliers

All suppliers will be asked to provide confirmation that the substance or article to be supplied can be used without risk to health and safety when properly used. They also must supply any supporting data, e.g. testing certificates, details of any risks associated with the article or substance in question and information on how to safely use and maintain it.

## Training

DB Designs UK Ltd will ensure that all operatives have the necessary qualifications with regard to Health and Safety before the commencement of their contract and receive any additional training that may be required. A record of training will be kept by the company.

All DB Designs UK Ltd employees will be provided with all appropriate training necessary for the tasks they are carrying out, including any training specific to equipment or machinery they may be using. All DB Designs UK Ltd employees will periodically attend safety awareness and training courses appropriate to the work being carried out. These will include general Health & Safety courses, first aid courses or more specific safety courses for particular activities and will ensure that at any one time there are always persons in DB Designs UK Ltd who are fully versed in the appropriate aspects of Health & Safety.

Any change in legislation, regulations or nature of the works being carried out will be met immediately with additional training for all whom it is necessary.

Before any works are passed on to sub-contractors, DB Designs UK Ltd will ensure that their employees have undergone the correct training and that they adopt a training policy similar to the one described above.

DB Designs UK Ltd will ensure that where CDM notifiable projects are carried out the appointed Site Manager has the necessary Health and Safety qualifications and experience to be deemed competent. Where necessary this will include the Site Managers Safety Training Scheme qualification.

## **Monitoring Policy**

As stated in Section 2, the Health & Safety Policy will be subject to at least an annual review, or whenever there is a legislative change or change in company activity. However there will be a constant passive process of review that will involve advising and encouraging operatives to inform the management whenever they feel that a section of the policy is inadequate or that circumstances have changes significantly as to require an amendment or addition to the policy.

## **Notification**

DB Designs UK Ltd will make all notifications to all the relevant authorities including the Fire Service, Ambulance Authority and the HSE. The Managing Director will ensure that projects, where notifiable, have been brought to the attention of the HSE by way of a Form F10.

## **Protection of the Public**

In all aspects of work being carried out, due consideration will be given to protecting the public from any harm. When working on site this will be especially relevant, and all practical steps will be taken to ensure that public access to a building site, where they could be severely harmed, is prevented. Where possible / necessary the following precautions will be taken:

- A notice will be displayed at the site entrance instructing visitors to report to the Site Manager.
- Fencing will be erected around the perimeter of the site. Scaffolding will be secured outside of working hours and will have an alarm system fitted together with notices displaying "Scaffolding Alarmed".
- Signs will be displayed around the perimeter of the site advising, "Unauthorised entry not permitted," along with Signs warning of the dangers present within the site and the appropriate PPE to be worn.
- Site security and adequate temporary lighting will be provided.

## **Documentation**

The Health and Safety Policy will always be available for anyone who wishes to see it and it will be shown and explained to any new employees.

A number of Health & Safety documents will also be kept on any site where DB Designs UK Ltd is carrying out works. The Construction Phase Health & Safety Plan will always be kept in the Site Office or equivalent area for constant reference or presentation to any Site Inspector or visitor. The Form F10 will be displayed on site along with the Site Rules, Site Emergency Details and Fire Precautions and all other statutory notices.

The following documentation regarding Site Safety will be kept on site at all times:

- ✓ Site Set up Checklist
- ✓ Daily Health and Safety Inspection Report
- ✓ Site Fire Plan
- ✓ Inspection Reports for Work Supporting Platforms
- ✓ Inspection reports for Scaffolding
- ✓ Inspection Reports for Lifting Equipment/Gear
- ✓ Risk Assessment Forms
- ✓ Method Statements
- ✓ Signing In Book
- ✓ Site Induction Confirmation
- ✓ Manual Handling Assessments
- ✓ COSHH Assessments
- ✓ Noise / Vibration Assessment Forms
- ✓ Vibration Exposure Log
- ✓ Permits to Work
- ✓ Accident / Incident Register
- ✓ Accident Investigation Report Forms
- ✓ Ladder Register

At the completion of a project the necessary documentation will be kept for reference for a minimum of 3 years.

### **Company Offices**

DB Designs UK Ltd's offices will be maintained and serviced all in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

### **Housekeeping Welfare & First Aid (Offices)**

The company offices will be maintained and used all in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. The temperature, ventilation and lighting provided will all conform to the requirements of these regulations as will the provision of

working areas and measures taken to ensure there are no potential hazards, such as object falling, present in the offices. The design of the office will be such that there are not trailing cables which could present a trip hazard, or any materials that could cause obstructions or lead to injury in any traffic routes around the office.

A constant and ongoing effort will be devoted to maintaining a clean and hygienic workplace with the highest standard of housekeeping. Particular care and attention will be paid to ensuring that safe and unblocked routes of access, egress and escape are always maintained from any area where DB Designs UK Ltd's, its employees or those affected by its actions or omissions are operating.

Brian Baker will be responsible for ensuring that all the above conditions are being met. He will also ensure that all machinery and equipment has been placed correctly and is being used and maintained in accordance with the manufacturer's recommendations.

First Aid will be provided in accordance with the Health and Safety (First Aid) Regulations 1981 and Andy Barker will ensure all necessary first aid and firefighting equipments is provided, maintained and kept in a serviceable condition. This will be in relation to the risks faced in the office.

As a minimum standard DB Designs UK Ltd will ensure that one trained first aider for every 20 people employed, defined as someone who has successfully completed an up to date, HSE approved training course, is always employed.

### **Housekeeping Welfare & First Aid (On Site)**

When working on site, welfare facilities will be provided in accordance with the requirements of the Construction (Design and Management) Regulations 2015. DB Designs UK Ltd will ensure that these facilities are in place before the commencement of any work and the Site Manager will ensure that they are kept in a clean and presentable state for the duration of a contract.

The following facilities will be available on site:

#### Toilet Facilities

- Adequately ventilated and lit toilets will be available on site or in readily accessible places. Toilets will be clean and kept in good order. Separate facilities will be provided for men and women unless the door is capable of being secured from the inside.

### Washing facilities

- Adequately ventilated and lit washing facilities, (including showers if required by the nature of the work or for health reasons), will be provided
- Washing facilities will be provided in the immediate vicinity of every toilet convenience and changing room
- Washing facilities will include clean hot and cold running water, soap or other suitable means of cleaning, and towels or other suitable means of drying
- Separate washing facilities will be provided for men and women unless the door is capable of being secured from the inside (or unless the facility is for washing hands, forearms and faces only – i.e. a sink).

### Drinking water

- Drinking water will be provided
- Drinking water supplies will be appropriately signed
- Cups will be provided unless the supply of drinking water is in jets from which persons can drink easily.

### Changing rooms and lockers

- Changing rooms will be provided if a worker has to wear special clothing for the purposes of his work and he cannot change elsewhere
- Separate changing rooms for men and women will be provided where necessary
- Changing rooms will have seating and facilities to enable a person to dry clothing
- Lockers (or other facilities for securing personal effects and clothing) will be provided.

### Rest area

- Rest areas will be provided at readily accessible places.
- Rest areas will include:
  - suitable arrangements for operatives who wish to smoke
  - adequate tables and seating (with backs)
  - suitable arrangements so that meals can be prepared and eaten
  - a means for boiling water
  - arrangement for maintaining an appropriate temperature
  - where necessary, suitable facilities for pregnant woman and nursing mothers.

The Site Manager will also ensure that everyone on site, including visitors, are aware of the location of the above facilities, information about which will be displayed in prominent positions around the site.



The First Aid facilities provided will be in accordance with the Health and Safety (First Aid) Regulations 1981 and the Site Manager will be responsible for ensuring that they are maintained to at least the minimum required standards. Provisions for first aid will include a first aid kit, as well as other facilities appropriate to numbers of, and risks faced by those on site – defined by a Site-Specific Assessment. First aid boxes will be strategically sited in relation to the work area and be conspicuously marked.

Every site will have a designated First Aider who will ensure that the box is kept properly stocked and in a clean, serviceable condition. Where there is more than one but fewer than 20 operatives on site, at least one operative on site must hold a valid emergency first aid certificate. The Site Manager will also be responsible for ensuring that the site is kept in a clean and tidy order.

### **Display Screen Equipment (DSE)**

All seating and Display Screen Equipment will comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002). All individual workstations will be subject to individual assessments to ascertain the risks associated with these and the actions which can then be taken to alleviate these risks.

As a general policy, tasks will be delegated in such a way so as to attempt to minimize the amount of time any one person has to work with Display Screen Equipment. Much work of this nature will be unavoidable and these instances following measures will be in place to attempt to minimize the potential for harm:

- Workstations, seating and access will be Suitable for the Needs of the User, including provision for any disabilities.
- The user will be at the correct height in relation to the work surface.
- Work materials and frequently used equipment will be in easy reach.
- There will be sufficient clear space at each workstation to enable users to work safely and allowing space for manoeuvring and positioning materials.

**Fire Precautions (Offices)**

Currently DB Designs UK Ltd do not have an office where additional employees are based. If this situation were to change Brian Baker or Andy Barker would be responsible for Fire Precautions in the office. A Fire Risk Assessment would be carried out and regularly updated. Brian Baker or Andy Barker would ensure that there is a suitable evacuation procedure in place and that it is implemented in the event of a fire. They will be responsible for fire precautions and calling the emergency services in the event of a fire. They will ensure fire escapes are checked daily and that fire escape routes remain unblocked at all times and that all fire extinguishers are regularly tested.

**Fire Precautions (Site)**

DB Designs UK Ltd will produce a Fire Risk Assessment for every site before any work begins. The necessary fire detection and fighting equipment will be installed including heat detectors and fire extinguishers. Fire Extinguishers will be provided in accordance with the appropriate legislation and a contract agreement will ensure they are inspected and maintained by competent person. Notices details the fire precautions on a site will be displayed in prominent positions around the site and at all fire points.

All operatives will be instructed in the use of fire fighting equipment and the procedures to take in the event of a fire, which also be displayed on sign in prominent positions around the site.

**Emergency Procedures on Site**

A Site Fire Warden will be appointed for every site. He shall ensure all fire exits are kept clear at all times. In the event of a fire he shall:

1. Ensure that all those on site leave by designated escape routes.
2. Search all areas to ensure the site is clear, (assuming it is safe to do so).
3. Ensure where practical that doors and windows are closed upon leaving the site.
4. Conduct a role call at the muster point
5. Meet and liaise with the fire brigade, informing them of relevant details.

A plan showing designated escape routes, muster points and the location of first aid and fire extinguishing facilities will be displayed in the Site office and in prominent positions around the site. Operatives and visitors to the site shall be made aware of the Accident and Emergency procedures and the location of the above-mentioned routes, muster points and

facilities during the Site Induction and this information shall be displayed on the Safety Notice Board and in prominent positions around the site.

All personnel, including visitors are required to sign in at the site office upon arrival at the site. All personnel shall receive training to raise the alarm upon discovery of a fire and a method for doing so will be established, i.e. klaxon, whistles, air horn etc. On hearing an "Evacuation Alarm," all operatives must stop what they are doing, isolate any equipment or machinery they are operating and move as quickly as possible to the muster point. If any visitors are on site it is the responsibility of those they are visiting to ensure that they are evacuated from the site. At the assembly point the fire warden will take a roll call to ensure that all persons are accounted for.

In the event of major injury, the Site Manager shall: call the emergency services; secure the area of the accident; make the injured persons safe until the emergency services arrive; act as site liaison with the emergency services.

### **Accident Reporting**

All employees, sub-contractors and visitors will be instructed when they arrive at the company offices, or during a Site Induction if on site, to notify any near misses, accidents, specified diseases, dangerous occurrences or environmental incidents to the Site Manager as soon as possible after the incident. He will then immediately make a record of these on an Accident Book stored on any site where work is taking place. All accidents will be reported to the Site Manager if on Site, who will in turn report this to the Managing Director.

Any death, major injury, seven-day injury, disease or dangerous occurrence will be straight away reported to the HSE. The preferred method for reporting accidents or incidents as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) is online via the HSE website at: <http://www.hse.gov.uk/riddor/report.htm>. The HSE also has a RIDDOR Incident Contact Centre for reporting of fatal and major injuries only. The contact number is 0345 300 9923 or 0151 922 9235 (out of hours).

The Managing Director will then investigate the incident and record his findings in an Accident Investigation Report.

The record of all accidents will be kept permanently by the company and a copy of the Investigation report, along with any associated appendices will be forwarded to companies' insurers or any other relevant parties.

## **Signage**

DB Designs UK Ltd will ensure that where the safety procedures adopted still leave a residual risk, Safety Signage will be provided and maintained to ensure that all are aware of the dangers and what protective measures to take. Where necessary, Road Traffic Signs and pipework markings will also be provided - all in accordance with the Health & Safety (Safety Signs and Signals) Regulations 1996.

Signs provided will include Danger, Warning, Mandatory, Emergency and Fire Fighting signs and will all be purchased from accredited suppliers to ensure that they meet the exact criteria necessary for such signs.

## **Young Persons**

A person defined as a Young Person would be someone who has yet to reach the age of 18. Any one below 16 is defined as a child.

DB Designs UK Ltd is aware that any young person in its employment, or who is affected by its actions or omissions, is more likely to be susceptible to any hazards that may be present. Existing safety measures should be adequate for all situations however specific risk assessments will be carried out in the event of a young person joining DB Designs UK Ltd, taking into account the potential lack of experience and awareness of the potential hazards characteristic of a younger person. Should any necessary additional measures be identified, they will be immediately implemented.

Young persons will have a responsibility, as do all operatives, for their own Health & Safety and that of others. In the case of young persons this will be made abundantly clear and continually reaffirmed to them due to the often-cavalier attitudes associated with younger persons that could indirectly lead to unintended accident or injury.

## **Work Equipment**

All equipment, from hand tools to large machinery and plant, will be supplied, used and maintained all in accordance with the Provision and use of Work Equipment Regulations 1998. All equipment used will be suitable for the task it is attempting to carry out and all operatives will receive appropriate training and information for the equipment they are using.

## **Control of Noise**

DB Designs UK Ltd will attempt, as far as is reasonably practical, to conduct works and complete contracts without the use of noisy plant or equipment. In some circumstances this will be unavoidable and in these cases DB Designs UK Ltd will ensure that all information regarding the noise levels of any equipment to be used is obtained by the person who has the responsibilities of a Project Manager, be he employed by DB Designs UK Ltd or from an outside firm appointed by the client.

In the above-mentioned cases, where noisy works cannot be avoided, all necessary steps will be taken to limit the effect of noise on others through the use of insulation and noise baffles. The use of percussive tools will be avoided where possible. Diamond and ceramic cutting, sawing and drilling techniques will be used wherever practicable.

Whenever noisy works or use of percussive works is unavoidable, Noise Assessments will be prepared, which will detail what methods will be used to minimise noise and what PPE will be issued. Any PPE identified as a necessary requirement will be issued to all operatives, whose responsibility it will be to wear it, and any training needed will be provided.

Signage warning of the high levels of noise and the PPE to be worn will also be displayed and the levels of noise will be continuously monitored.

## **Control of Substances Hazardous to Health (COSHH)**

DB Designs UK Ltd will attempt to control all substances hazardous to health in accordance with the Control of Substances Hazardous to Health Regulations 2002. No operatives will be exposed to any substance for a period of time longer than the occupational exposure limits.

COSHH assessments will be prepared by Brian Baker for every hazardous substance used. The Manufacturers Safety Data Sheet will be heavily referenced when attempting to assess the Risks associated with the substance being used as this should outline the main dangers and the measures to be taken.

DB Designs UK Ltd will supply all operatives with any PPE necessary for the substance they are working with and ensure everyone on site is aware that hazardous substances are being used. PPE Inspections will be carried out and monitored by Andy Barker or Brian Baker.

## **Hazard Warning Symbols**

There are a range of Hazard Warning Symbols that denote the dangerous properties of certain chemicals. These include symbols for when a substance is toxic, harmful, irritant, corrosive, hazardous to the environment, oxidising, explosive or flammable. DB Designs UK Ltd will ensure that all operatives are aware of the appearance of these symbols and the nature of dangers of which they warn.

## **Asbestos**

DB Designs UK Ltd adopts a strict policy on the control of asbestos. The execution of an asbestos survey report and the subsequent removal of any discovered asbestos that would be disturbed in any proposed works will be an essential prerequisite to the commencement of any work on site. If the client has not commissioned a survey DB Designs UK Ltd will ensure this happens and any removal carried out will be by licensed asbestos contractors only; in accordance with the Control of Asbestos Regulations 2012.

## **Personal Protective Clothing and Equipment (PPE)**

DB Designs UK Ltd will strictly adhere to the various regulations regarding Personal Protective Clothing and Equipment. Provision will be made for all the necessary PPE, in sufficient quantities for all that need it, before the practical commencement of any project. Appropriate Protective Footwear will always be essential on site, which will include steel capped, steel soled and chemically resistant footwear.

The Site Manager on a project will ensure that the PPE provided is issued to the correct people and the details recorded in a log. All PPE will be used and maintained according to the manufactures guidelines and all operatives will be informed to return any damaged or worn PPE to the Site Manager for immediate repair / replacement.

Operatives will be made aware of their duties to wear all PPE that is issued and will be made to stop work if observed to be lacking in a certain item of necessary PPE. The Site Manager will also ensure that any sub-contractors are aware of the need for and are properly using PPE. Those who persistently do not comply with PPE requirements will be removed from the site and possibly face disciplinary action.

## **Safety Helmets**

DB Designs UK Ltd will ensure that suitable head protection is supplied, used and maintained all in accordance with the Construction (Head Protection) Regulations 1989.

Safety Helmets will be provided for all those that need them, and an additional supply will always be available for the use of visitors or inspectors to the site. The importance of Safety Helmets and the correct procedures for their use and maintenance will be explaining during operative training and during the Site Inductions on site.

## **Manual Handling and Lifting**

DB Designs UK Ltd will ensure the correct measures are in place to minimise the occurrence of back strain, lacerations to fingers or hands, sprains or broken bones or any other injuries that are associated with manual handling and lifting.

All handling operations that carry risk of injury shall, wherever reasonably practicable be avoided by the use of automated or mechanised lifting. No persons shall be allowed to carry out manual lifting that involves risk unless they are competent to carry out the work, have received Manual Handling Training, have been given a safe system of working that has been documented, and have received information on the load being carried.

Where Manual Handling has to take place, a Manual Handling Assessment will be carried out. This will assess the risks associated with the particular lifting operation and attempt to identify the problems causing the risks and the possible measures to avoid them completely or alleviate them.

All mechanised lifting equipment will comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and be regularly inspected by a competent person. The results of all inspections will be recorded in a report and kept in company records.

## **Legionnaires Disease**

Legionella is a potentially fatal pneumonia caused by legionella bacteria and is the most well-known and serious form of a group of diseases known as legionellosis.

Infection is caused by inhaling small droplets of contaminated water. It cannot be passed from one person to another. Vulnerable groups include smokers, those aged 45+ and individuals whose immune systems are already impaired.

As well as natural water courses, legionella are widespread in the environment and may contaminate and grow in other water-cooling towers, hot and cold-water services and spa baths. They survive low temperatures and thrive at temperatures of between 20oC-45oC if the conditions are right, e.g. if a supply of nutrients is present. This could include rust, sludge, scale, algae and other bacteria. They are killed by high temperatures.

DB Designs will Work in accordance with the L8 Health and Safety Executive publication, this gives practical advice on the requirements of the Health and Safety at Work etc Act 1974, and the Control of Substances Hazardous to Health 1999 Act, concerning the risk from exposure to Legionella bacteria. It will be ensured that all sub-contractors carrying out design work are familiar with these requirements.

### **Control of Vibration at Work**

Exposure to Vibration, be it Hard-arm Vibration or Whole-Body Vibration can lead to permanent injury. Therefore, where practicable, alternative ways of working to eliminate the use of vibrating equipment will be used.

Where vibrating equipment must be used, a Vibration Assessment will be carried out to assess the danger of the particular activity involving vibration that is being carried out. Exposure times will be restricted in accordance with the Control of Vibration at Work Regulations 2005 and recorded, for each individual worker, in a Vibration Exposure Log to ensure no operative is exposed for longer than the recommended levels. Manufacturers' vibration levels for equipment will be as low as practicable and equipment will be properly maintained.

DB Designs UK Ltd will ensure that only the correct tools, specifically designed for the task at hand will be used and all tools will be properly used and conscientiously maintained.

### **Working at Height**

It will be the policy of DB Designs UK Ltd to, wherever possible, avoid any form of Working at Height in order to eliminate the risk of one of the most dangerous aspects of the construction industry. The nature of some designs will, however necessitate the need for such works at height to be carried out. In such circumstances DB Designs UK Ltd will carry out its actions with full regard to the Work and Height Regulations 2005 and the safety of operatives.



The Site Manager will, as far as is reasonably practicable ensure that a safe access and safe working platform is provided in accordance with The Work at Height Regulations 2005 wherever work is carried out above ground level. Where it is not possible to provide adequate edge protection / working platforms, adequate fall protection systems will be used. This equipment will be tested on an annual basis and all operatives trained in its use.

Work carried out where a person can fall a distance where he might be injured will be carried out from an appropriate scaffold or platform, erected by a competent person in accordance with The Work at Height Regulations 2005. The Site Manager will ensure that all scaffolding is erected and inspected, by a competent person, in accordance with the requirements of The Work at Height Regulations 2005 and the National Access & Scaffolding Confederation document TG20:2. The results will be recorded in a report to be kept in company records. These inspections will be carried out at least every 7 days or after poor weather conditions. Scaffolding will not be used until a competent person has inspected it and a certificate has been issued.

Ladders shall be used for access only and will be securely anchored.

Work carried out below ceiling height can be accomplished using stepladders, if the work required will only take a short period of time. Only aluminium, class I, heavy duty stepladders will be used with the exception of when electrical works are being carried out when a wooden, class I, industrial stepladder will be used. The Site Manager will inspect all stepladders, as will all operatives before they use them. All operatives will be reminded that the stepladders must remain on firm, level ground, that they must never take a side loading and that the operative's knees must remain below the top step.

Any works carried out for a significantly longer period of time will be accomplished using a mobile tower scaffold, which will be erected by a competent person. The rules regarding the usage of scaffolding will be strictly adhered to and all operatives will be briefed on these before they are allowed onto the scaffold.

### **Lone Working**

No worker will be allowed to carry out any works alone until a Risk Assessment has been carried out. Should there be any specific risks, such as the area being unknown or there a likelihood it may be accessed by unauthorised personnel then no lone working will be allowed.

DB Designs UK Ltd will adhere to the Management of Health and Safety at Work Regulations 1999 in relation to managing the risk to lone workers.

## **The Construction (Design and Management) Regulations 2015**

DB Designs UK Ltd will fully comply with its duties under the Construction (Design and Management) Regulations 2015. Under these Regulations DB Designs UK Ltd may fall into the category of Principal Contractor.

DB Designs UK Ltd are aware of the duties of all parties in a construction project and will not undertake projects, that where notifiable, have not been brought to the attention of the HSE by way of Form F10 or a Pre-Construction Information has not been produced during the pre-tender period.

When undertaking the role of Principal Contractor, DB Designs UK Ltd will fulfil its duties completely. This will include fully co-operating with the Client, Principal Designer and all members of the design team and providing with all the information required or relevant.

DB Designs UK Ltd will also ensure that all necessary documents are kept for the production of the Health and Safety File, to be handed to the client at practical completion of a project.

A specific document outlining how DB Designs UK Ltd will meet their duties under the CDM Regulations is included in Appendix A – CDM Arrangements.

## **The Construction Phase Plan**

DB Designs UK Ltd will ensure that a Construction Phase Plan is in place before any work begins on site. Where a project is notifiable and a CDM Consultant has been appointed, the Plan will be submitted to this party before it is finalised. The measures dictated in this policy are not exhaustive and are a generalised description of the measures that are to be put into place. The Construction Phase Plan will dictate the exact procedures for every eventuality and activity that is to be carried out during a project, often not foreseeable beforehand, and therefore reference to that document should be made for more detailed account of the efforts that ensure the maintenance of day to day safe practices and culture on a building site.

## **Electrical Safety**

DB Designs UK Ltd will supply, use and maintain all electrical equipment in accordance with the Electricity at Work Regulations 1989. The following precautions will always be taken when dealing with electrical equipment:

- a) All electrical equipment will be the subject of inspections by a competent person.
- b) Inspections of all fixed, installations every five years – DB Designs UK Ltd will ensure landlord complies with this.
- c) All power tools used on site will be run from a 110-volt power supply and be subject to PAT testing every 6 months.
- d) No operative will be allowed to access live electrical installations.

All electrical equipment will be subject to continuous passive inspection by way of visual checks by every user. Anyone who uses electrical equipment will have been trained to check equipment and the plug / power supply for any physical damage, to ensure that it has never been used in or exposed to unsuitable conditions, to check there are no loose parts and to ensure there are no signs of overheating. If anything unusual is detected, it will be reported to the Contracts Managing Director (Offices) Site Manager (on Site), who will ensure the equipment is removed from service.

### **Risk Assessments and Method Statements**

As stated above, the Construction Phase Plan will provide a more detailed analysis of the procedures necessary on a building site. DB Designs UK Ltd also recognises that all circumstances differ, and one generalised set of procedures is not appropriate or sufficient for the huge variety of risks faced when working in the different locations and around the diverse features of building projects.

For this reason, before every activity with which there is associated any element of risk, a risk assessment will be prepared. This will attempt to identify and evaluate the risks of performing the given task, both those that are apparent and those less obvious. The ultimate value of the Risk Assessment will be in identifying the Control Measures that will be put into place, which will reduce the dangers and leave a residual risk that should be at an acceptable level.

The Method Statements will dictate the sequence of works that are to take place, describing how the goals of the particular task are to be achieved safely. It will involve the exact detail of how the works are to be carried out and will include how the control measures, identified in preceding Risk Assessments, are to be integrated into the task at hand to ensure safety at every step.

Risk Assessments and Method Statements will be carried out by Brian Baker or Andy Barker for all dangerous activities including the use of any hand or other tool, electric tools,

use of scaffolding or access equipment, use of any lifting or moving gear, use of hazardous materials, carrying out any demolition, performing any welding or other hot works etc.

When any contract work is being carried out, DB Designs UK Ltd will ensure that Risk Assessments and Method Statements are prepared prior to the commencement of work and that any sub-contractor does similar. Adequate time will be allowed before the commencement of works where outside consultants must first approve method statements and risk assessments. All workers will be made aware of the contents of a Risk Assessment and the control measures necessary to alleviate them.

Risk assessment is a continuous process. Risk assessments will be reviewed whenever factors that may influence the level of risk involved in a particular operation are encountered, and in any case at no more than 3 monthly intervals.

### **Violence and Harassment**

DB Designs UK Ltd will not tolerate any violence or harassment and will have a specific policy with regard to such matters.

The Site Manager will ensure adequate supervision is provided in any areas where there is a higher risk of harassment, such as work in a psychiatric ward or a prison. Operatives will be encouraged not to display any items that may encourage an attack, such as valuables like phones or wallets.

Cases of violence and harassment will be treated in accordance with DB Designs UK Ltd's Accident Reporting Procedures in that any hostility towards an operative will be recorded in the accident book. More serious cases, or any that involve physical violence will be reported to the HSE by the medium of the F5208 Form, in the same way that an accident or injury would be.

All operatives will be instructed not to provoke or encourage hostility in any way and will be advised to discuss any distress that they may be experiencing from violence or harassment with a Managing Director of DB Designs UK Ltd, who will provide support and encourage any decision they may make, possibly involving counselling or other emotional support.

### **Health Surveillance**

DB Designs UK Ltd will endeavour to ensure the ongoing good health of operatives. To this end, wherever necessary Health Surveillance will be implemented which will involve regular health check-ups for operatives with the aim of being able to identify any health risk as early

as possible, so the person can be treated, and action taken to prevent others from suffering similar effects.

Health Surveillance will include simple visual checks such as looking for skin or any other extraneous damage or technical checks such as eye or hearing checks, to more involved medical check-ups carried out by a specialist.

### **COVID-19 Procedures**

Due to the current Covid-19 pandemic and subsequent restrictions imposed by the Government, a Covid-19 Risk Assessment will be carried out on the office and all work sites, to ensure compliance with the current Government Guidelines.

The Site Manager will implement, manage, and communicate the requirements identified by the current Site Specific Covid-19 Risk Assessment to ensure compliance from all operatives and staff. They will monitor and issue revisions to necessary documents, Risk Assessments and Method Statements as necessary.

Recognising that the risk of COVID-19 cannot be completely eliminated, DB Designs UK will endeavour to protect, as much as reasonably practicable; site workers, internal staff and management, visitors and clients - against the risks of Coronavirus / COVID-19.

COVID-19 Risk Assessments will contain procedures and guidance on the following:

- Hand washing
- Social distancing
- P.P.E
- Travel to work
- Self-isolation
- Persons of increased risk