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**KEELAGHER OKEY KLEIN**  
**Health, Safety & Welfare Policy**

**1 HEALTH AND SAFETY POLICY:**

**Health and Safety Statement**

Keelagher Okey Klein regard the promotion of Health, Safety and Welfare measures as an essential objective. It is, therefore, this Practice's policy to do all that is reasonably practical to provide within the framework of law and of good practice safe and healthy working conditions, equipment and systems of work for all employees, contractors, visitors and others affected by our works.

In particular, the Practice recognises it has a responsibility to:

- (A) Provide and maintain safe and healthy working conditions by taking account of statutory and advisory standards.
- (B) Provide information, instructions and training as necessary to ensure personnel perform their work safely, efficiently and in accordance with statutory legislation affecting the provision of Professional Services.
- (C) Make available all necessary safety devices and protective equipment and if necessary supervise their use.
- (D) Maintain a constant and continuing interest in Health and Safety matters applicable to the Practice's activities by consulting and involving employees as necessary.
- (E) Take steps to be aware of changing legislation affecting the Practice and its services.
- (F) Ensure that employees comply with all reasonable health and safety directives when visiting premises controlled by others.
- (G) Regularly review this policy and amend as necessary.

The Practice expects all employees to be aware that amongst other responsibilities they have a legal duty, under the Health and Safety at Work Act 1974, to take reasonable care for the health, safety and welfare of themselves and of other persons who may be affected by their acts or omissions at work.

J.F. OKEY  
(Managing Director)

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**2 RESPONSIBILITIES OF PERSONNEL:**

**2.1 Directors**

To prepare and keep up to date the Practice's Health and Safety Policy and ensure that any changes to the policy are brought to the notice of all personnel.

To ensure that when a change in Policy has taken place the areas affected by this are modified in accordance with the new Policy.

To be aware of all statutory regulations affecting the Practice's operation and service provision.

To ensure that all employees are aware of the Practice's Health and Safety Policy and that all reasonable effort is used to comply with the Policy.

Arrange for adequate resources to be available to all parties within the Practice for them to carry out the Practice's Health and Safety Policy.

Ensure that the policy is kept up to date and relevant to current legislation.

Ensure that the Practice's Health and Safety Policy is being complied with by all affected parties.

By enquiry, determine workforce requirement for PPE or items to prevent Repetitive Strain Injury.

**2.2 Associates and Staff**

Read and understand the Practice's Health and Safety Policy and ensure that all employees under their control read and understand the policy.

Do not try to use, repair or maintain any office equipment or machinery or any substance or process hazardous to health for which you have not received full instructions or training.

Report any defects in office equipment or machinery immediately.

Find out the procedure for receiving first aid.

Ensure that you know the procedure in the event of a fire or any other form of imminent hazards.

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Ensure that corridors, office floors, doorways, etc., are kept clear and free from obstructions. In the event of such a hazard being noticed the person should remove the hazard.

Comply with the Practice's no smoking policy.

Ensure that all materials in use are assessed for safety and comply with the manufacturers' recommendations.

Ensure that a Director is notified of any known hazards relating to the workplace and advise of any equipment or training which is perceived as necessary.

During the course of work suggest ways of eliminating hazards and thus improving the Company's Health and Safety Policy.

Ensure the relevant person is informed of any injuries, however minor, and that the relevant accident report forms are completed.

Never work alone in premises controlled by others.

Comply with the rules set out in 2.4 when visiting premises controlled by other organisations.

Comply with all relevant Health and Safety legislation and company procedures.

### **2.3 Field Work and Site Visits**

Prior to entering an area other than the normal office environment, ensure that your home office is informed, ensure familiarity with site rules and that the proper procedures for that area are complied with.

### **2.4 Visitors**

Where the Practice is required to provide access and/or facilities to any person(s) not being a Director, Associate or employee of the Practice then such person(s) shall:-

Report to the Practice's reception

Use the visitors book to sign in / sign out

Comply with the safety rules applicable to their activity and area

Wear such PPE as the Practice's policy deems necessary

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### **3 ARRANGEMENTS**

#### **Procedures**

#### **3.1 Induction of New Personnel**

All new personnel will go through the same induction training which will highlight all aspects of Health and Safety covered in this Policy. Each employee will be given a copy of the Practice's Health and Safety Policy which they will read and sign for. A record will be kept of all employees that have received and read the policy. A new employee that refuses to read, sign for or comply with the Policy will be dealt with as laid down in the disciplinary procedures in this Policy.

The induction training program has been laid out in detail in the training procedure in the Quality System. Particular attention should be paid to the area in which the new person will be working, but an appreciation of all areas must be included in the training to ensure that the new employee has a full understanding of the issues affecting the Health and Safety of all employees of the Company and those affected by the Practice's activities.

#### **3.2 Accident or Injury**

When a reportable accident occurs within the offices or a site occupied by the Practice, whether the person injured is an employee of the Company or from an outside concern the following procedure must be followed.

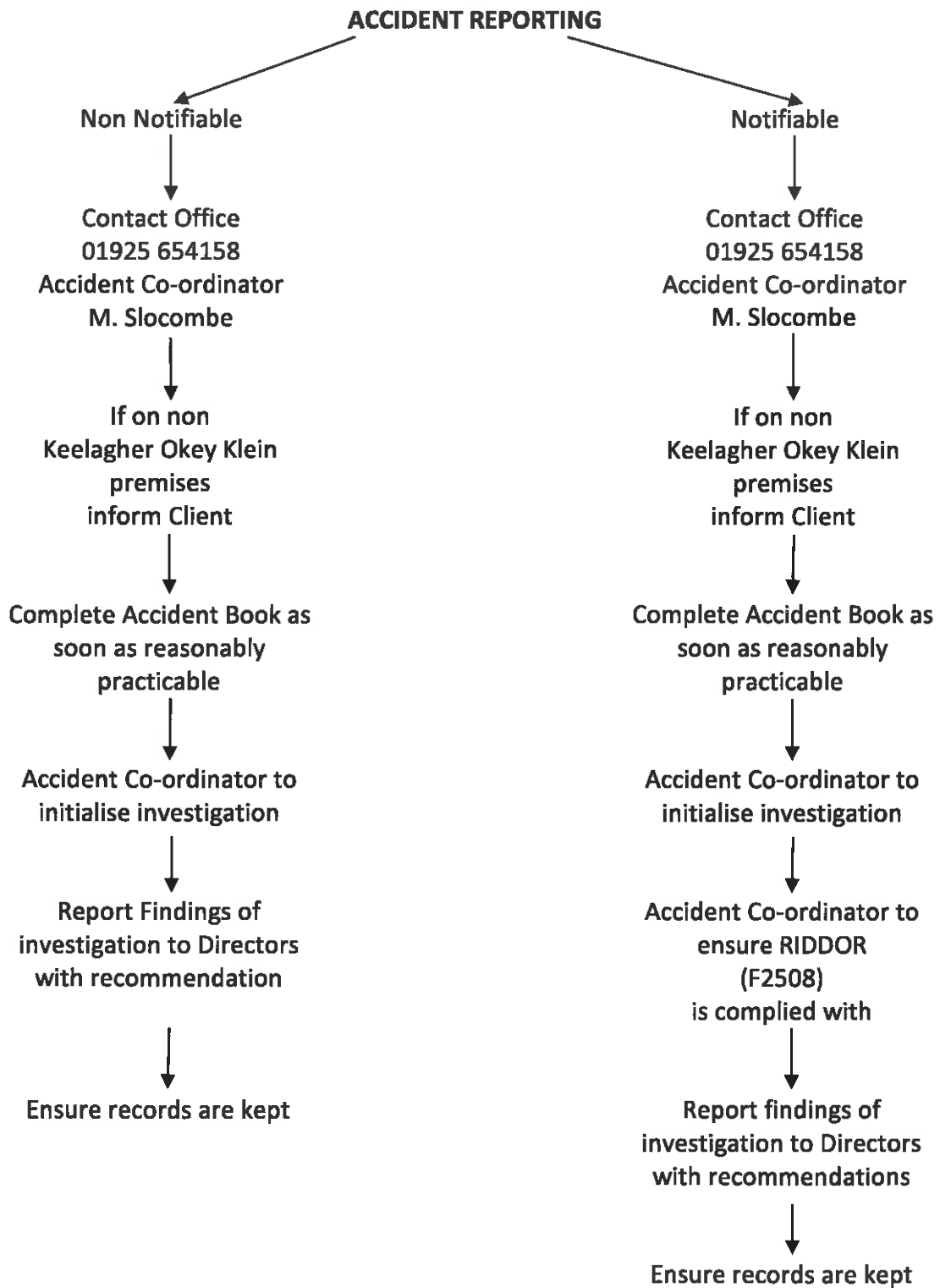
- a) Inform a qualified First Aider of the injury and allow him to assess the situation. If the First Aider requests an ambulance the senior person present shall call the ambulance service.
- b) First Aid must only be administered by a competent person who has received the appropriate training.
- c) The Practice accident report form should be completed with all of the relevant details including, if deemed necessary,
  - Statements from witnesses
  - Graphical details, sketches, photos, etc.
  - What was the person doing?
  - Was it an authorised procedure?

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- d) The RIDDOR form must be completed including information on any First Aid treatment that was required. If the employee requires treatment from hospital but does not require an ambulance this still must be recorded.
- e) Once the form has been completed by the First Aider it will be passed to a Director, who will decide if further action is required. In the event of a fatal or major injury to any person a Director will inform the local office of the Health and Safety Executive. In the case of an employee of another Company being killed or injured, this duty is placed on his employer. A major incident includes any accident where the employee is off sick from work due to the accident for more than three days.
- f) Particular attention should be paid to the proposed action to prevent the recurrence of the accident. If this action requires a change in the training of personnel then the Training Director must be informed and will change all the relevant documents.
- g) Inform the First Aider of any consumables used, to ensure that the First Aid cabinet is kept replenished and up to date. It is the duty of the First Aider Officer to ensure that the First Aid cabinet is kept fully stocked and the equipment within has not exceeded its 'use by date'.

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h) Flow chart:-



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### **3.3 Construction (Design and Management) Regulations: 2015**

Upon receipt of an Instruction the Project Director will determine whether the Practice is a Client, Designer, Principal Designer, Principal Designer Advisor or CDM Advisor.

The Project Lead will identify and/or assess risks, ensuring that the information is passed to the appropriate parties in order to avoid or reduce the risk, or to inform other duty holders of the residual risk, in order to fulfil the Practice's duties under the regulations in accordance with the procedures set out in the Quality System.

### **3.4 Practice Cars and Business Mileage**

Any personnel using a vehicle owned by the Practice or on company business must follow the procedures below:-

- Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay.
- Drive in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- Ensure before reversing that there are no obstructions, excavations or people behind the vehicle.
- Report all accidents or damage, however minor, to a Director
- Ensure any traffic violations you are involved in which result in yourself being prosecuted are reported to a Director
- Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. at least every week.
- Do not drink alcohol or take medication which could affect driving ability before driving.

### **3.5 Alcohol & Drugs**

Failure to comply with the rules will result in the person being referred for disciplinary action.



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No personnel or contractor shall report for duty in an unfit state due to the use of alcohol or drugs, or under the influence of "drugs of abuse".

No person should be in possession of "drugs of abuse" or alcohol in the workplace.

Personnel who are aware of others who contravene any of these rules should bring this to the attention of a Director, in the interest of their own safety, and that of others in the workplace.

### **3.6 Disciplinary procedures**

Breach of policy by any employee will result in disciplinary action as laid down in the contract of employment.

### **3.7 Changes in Health and Safety Regulations**

It will be the responsibility of the Directors to ensure that any changes in Health and Safety Regulations affecting the Practice are complied with and the Practice's Health and Safety Policy is changed accordingly. This will involve consulting all staff to ensure that they are aware that there have been changes in the Health and Safety Regulations, that any required changes are complied with and all appropriate documents are updated.

### **3.8 Installation of New Equipment**

When equipment is brought into the Practice, whether new or second hand, the following procedure must be followed:-

- All risk assessments for the machine and process must be completed
- All necessary method statements to be written and included in the relevant manuals
- All existing personnel that will come in contact with the new machine process must be trained in its use which will make them aware of any hazards and risk in the use of the machinery
- All manuals to include the training for the new equipment

### **3.9 Organisational changes**

When the organisation structure of the Practice changes in any area of the Company the new layout relating to Health and Safety must be forwarded to the Directors for

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approval. The layout will include all lines of responsibility and communication and also lines of purely communication. Once this new structure has been approved by the Directors it will be shown on the Structure Chart and become part of the Company's Policy. Where job changes have occurred the new organisational responsibilities must be drawn up and forwarded to the Directors. On approval by the Directors the new organisational responsibilities will be included in the Policy.

### **3.10 Changes of work pattern**

When any changes in the work pattern occur due to change in Health and Safety Regulations or improved work practices, the following procedure must be followed:-

- All risk assessments relating to the altered process to be reviewed and updated where necessary
- All method statements relating to the altered process to be reviewed and updated where necessary
- All existing personnel are trained in the new working practises
- All manuals to be updated to include the new working practises
- Appropriate equipment is issued

### **3.11 Changes in Company's Health and Safety Policy**

When any changes in the Practice's Health and Safety Policy are made the relevant sections of the Policy are to be re-issued to all personnel.

### **3.12 Fire**

The Practice will appoint a Fire Warden.

The Fire Warden will be trained in the procedures so they will be competent to train all other personnel.

All personnel will sign in and out using the in / out board in reception and all visitors will sign in and out using the visitors book. The in / out board and the visitors book will be taken to the assembly point by the Fire Warden in the event of a fire and will be used as a register.

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All personnel will attend the fire training course run by the Fire Warden. The training shall cover:-

- a) The action to be taken upon discovering a fire
- b) The action to be taken upon hearing the fire alarm
- c) Raising the alarm, including the location of alarm call points, internal telephones
- d) Knowledge of all escape routes and assembly points
- e) The location and use of fire fighting equipment
- f) Appreciation of the importance of fire doors and of the need to close all doors at the time of a fire
- g) Stopping machines and processes and isolating power supplies where appropriate.
- h) Evacuation of the building

Training shall be repeated every twelve months for all Fire Wardens. Once annually a practice fire drill will be held, which will simulate conditions where one or more escape routes from the building are blocked.