



**PRICE ARTHUR
CONSULTANCY LLP**

**HEALTH AND SAFETY
POLICY MANUAL**

CONTENTS	PAGE
Health & Safety Policy Statement	3
1 Background	4
2 The Activities of Price Arthur Consultancy	4
3 Organisational Structure and Responsibilities	4
4 Hazards presented by the work of Price Arthur Consultancy	5
5 Framework of Safety Management in Price Arthur Consultancy	5
5.1 Safety Reviews	5
5.2 Implementation and Audit of Safety within Project Works	5
5.3 Implementation and Audit of Safety within the Office Operations	6
6 Training	8
 APPENDICES	
A Risk Assessment for the activities of the Project	INSERT
Addendum to A Key to HSE Guidance Notes	9
B Model Agenda for Safety Planning Meetings for 'Minor Projects and Works	12
C Contractors Site Safety Guide	13
D Contractors Assessment of Potential Hazards Form	19

HEALTH & SAFETY POLICY STATEMENT

The Practice of Price Arthur Consultancy operates within the field of the Building Services Engineering sector of the Construction Industry, in which it is essential to uphold all matters relating to the health & safety of personnel and the public at large.

It is the policy of the Practice to ensure that matters relating to Health & Safety are carried out on a highly professional basis and with a duty of care to the public at large and to all parties associated with projects undertaken.

The Practice maintains a Health & Safety Policy which is reviewed at regular intervals by the Partners to ensure it meets the statutory regulations set out by the Health & Safety Executive and the non-statutory regulations relating to the Industry.

Senior Partner: CLIFFORD L PRICE

Partner: PATRICIA L ARTHUR

HEALTH AND SAFETY POLICY MANUAL

1 Background

It is the intention of Price Arthur Consultancy LLP (PAC) to provide all employees with a safe and healthy place of work, and to ensure that its activities do not create risks for other people. To this end PAC has a continuing programme for the systematic development of standards and procedures concerned with the prevention of accidents and damage to health.

Against this background PAC has evolved its procedures for managing the health and safety issues associated with its particular activities. This Health and Safety policy statement of the Practice aims to summarise these procedures and illustrates the allocation of responsibilities for ensuring that the procedures are followed.

2 The Activities of Price Arthur Consultancy

PAC carries out the following activities on behalf of its Clients. The activities are provided in summary form with brief details of their constituent parts:

- Project Management
- Project implementation of mechanical and electrical building services projects and building projects.
- Project leadership of 'minor' projects.

3 Organisational Structure and Responsibilities

The partners of PAC are responsible for all the activities of the Practice.

SENIOR PARTNER: Clifford Lewis Price - B Eng (Hons) C Eng MIMech E

PARTNER: Patricia Leonie Arthur - BSc (Hons)

The responsibility for implementation of safety within the Practice rests with the Partners.

All partners within PAC and all employees of the Practice and of contractors or sub-contractors working for PAC's clients have a duty to undertake their roles in a responsible manner, to ensure their own safety and to ensure the safety of others who may be affected by their work. All must be aware of both the Client's and legislative safety requirements that are relevant to their work. Where employees of PAC and contractor's working on the project have any doubts about the correct procedures to adopt, they should consult their line

manager, supervisor or the Project Manager. They should report any condition that they believe represents a risk to the health or safety of themselves or others.

4 Hazards Presented by the Work of Price Arthur Consultancy

The hazards that are presented by or to the work of PAC arise due to the implementation of project work and also operations within the offices of the Practice.

The generic hazards presented by or to the above work, and for which PAC have responsibility, are highlighted in Appendix A. Appendix A also provides details of the control measures that are required as a result of the assessment of these hazards and further details the legislation which is relevant to PAC's activities.

5 Framework of Safety Management in Price Arthur Consultancy

5.1 Safety Reviews

The following represents the minimum framework for reviewing the safety procedures and mechanisms which exist within PAC.

- Annually, the Safety Policy statement will be renewed (and revised, if necessary) by the Partners.
- Bi-annually the Partners will meet to review health and safety issues, to monitor the implementation of safety procedures, analyse accident/near miss reports, and determine the actions necessary to avoid future occurrence, review safety audits and establish the Practice's approach to new legislation etc. This bi-annual meeting will also encompass a review of training requirements for all staff in respect of Health and Safety issues.
- Immediate investigations and reviews of serious accidents or near misses will be undertaken by the Partners and where relevant the Contractors Senior Representative.

5.2 Implementation and Audit of Safety within Project Works

The Engineer from PAC who is responsible for implementing each separate element of work within a project or within 'minor' works, is responsible for the

day-to-day safety of the contractor (and sub-contractors) undertaking the work. The Engineer is responsible for ensuring that:

- all safety requirements are specified in the contract documents or, if relevant have been appropriately specified in the Measured Term Contract documents.
- all employees of the contractor/sub-contractor have been issued with and understand the Contractor's Site Safety Guide (shown at Appendix C).
- the contractor's supervisor satisfactorily completes a risk assessment (example shown at Appendix D) before the work (and/or each identifiable part of the work) is carried out.

NB: A risk assessment need not be completed by a contractor if the task is straightforward (in terms of the competence of the tradesperson undertaking the work), and the Engineer is sure that the tradesperson can carry out his/her duties safely with due regard to hazard(s) involved.

- the actions required as a result of the risk assessment are undertaken by the contractor.
- firmly establish with the contractor's supervisor those activities which are governed by permit to work procedures (this will be reiterated through the Risk Assessment Form).
- regular safety audits of the contractor's work and procedures are carried out, in conjunction with the contractor's supervisor, as each 'project' progresses.
- Statutory forms Nos. F22022 (for First Aid arrangements), F91 (for Scaffolding) and F10 (for Notification of Works) are completed where necessary.
- the requirements highlighted in Appendix A are complied with.
- the contractor has access to First Aid treatment on site or that the contractor has his own First Aiders on site.
- the contractor's supervisor fully understands PAC's procedures for reporting accidents or near misses.

- he/she undertakes the duties of the project leader where he/she is the project leader.
- the contractor and the contractor's employees are fully aware of the Fire Precautions that are required, or are in place, for the work area.
- the boundary or the project/work is well defined and that adequate signage is provided as a means of warning others about the project in hand.
- a Safety Planning meeting takes place before the project/work commences, and all those responsible for implementing the constituent parts of the project will attend. (A suggested agenda is included in Appendix B).

NB: A meeting will be required for all minor works or projects which involve two or more contractors in the implementation of the project.

- the work area is designated a 'hard hat area' if the Construction (Head Protection) Regulations 1989 require it.
- safety as a topic is an integral part of regular project progress meetings.
- a safety file for the project is held which will contain:
 - minutes of the Safety Planning Meeting (which may be combined with minutes of the Project Progress Meetings)
 - reports etc which relate to Health and Safety initiatives/incidents during the project.
 - copies of the risk assessments which relate to the project.
 - copies of statutory notices (where applicable) eg, 'F10' forms, Scaffold Inspection Certificates etc.
- a weekly inspection of the project area is undertaken which will include all Managers/Engineers who are responsible for implementing the constituent parts of the project.
- adequate means of escape are provided and maintained for the project area in the event of fire and adequate fire precautions are in place.

5.3 Implementation and Audit of Safety within the Office Operations

The Partners of PAC are responsible for the implementation of safety within the offices where they are based. This means they must ensure:

- that they have adequate access to trained and qualified First Aiders and that a First Aid kit is available and fully stocked.
- that there is at least one Fire Warden with responsibilities for the offices where they work.
- that they have read and understood the local fire instructions and know the local evacuation procedures/routes.
- that they know and understand Accident and "Near Miss" reporting procedures.
- that assessments are carried out on those activities which require them eg Display Screen Equipment operations , Manual Handling operations, COSHH related activities etc.
- that all mains powered electrical equipment are used safely within the offices under their control, and that they have been tested and have had a valid and up-to-date label applied to them.

6 Training

The Partners of PAC undertake to ensure that training is regularly reviewed within the Practice particularly with respect to Health and Safety issues which are of relevance to the activities of PAC.

Reviews are carried out at each bi-annual Safety Meeting. Specific actions identified will lead towards the development of the Annual Training Plan and be incorporated within it.

The Partners of PAC are responsible for ensuring that new members of staff receive adequate induction training, appropriate to the activities they will undertake. The contents of those parts of the induction training which are relevant to the activities of PAC should be based initially upon this policy document.

Chemical Safety

CS15 Cleaning of gas freeing of tanks containing flammable residues 1985

Construction Industry Series

CIS10 Tower scaffolds (revised) 1997

CIS49 General access scaffolds and ladders 1997

Environmental Hygiene

EH10 Asbestos - Exposure limits and measurement of airborne dust concentrations (revised) 1995

EH40 Occupational exposure limits 2000

EH46 Man-made mineral fibres (revised) 1990

EH47 Provision, use and maintenance of hygiene facilities for work with asbestos insulation and coatings (revised) 1990

EH50 Training operatives and supervisors for work with asbestos insulations and coatings 1988

EH54 Assessment of exposure to fume from welding and allied processes 1990

EH55 The control of exposure to fume from welding, brazing and similar processes 1990

General Series

GS4 Safety pressure testing 1998

GS28/1-4 Safe erection of structures 1986

GS38 Electrical test equipment for use by electricians (revised) 1995

Industrial Guidance Series

INDG73 Working alone in safety 1998

INDG188 Asbestos alert for building maintenance, repair and refurbishment workers 1995

INDG223 Managing asbestos in workplace buildings (Revised) 1999

INDG255 Asbestos dust kills 1999

INDG258 Safe work in confined spaces 1999

INDG289 Working with asbestos in buildings 1999

Health and Safety: Guidance Booklets

HSG6 Safety in working lift trucks 1993

HSG17 Safety in the use of abrasive wheels 1992
HSG39 Compressed air safety (revised) 1998
HSG33 Health and safety in roofwork (revised) 1998
HSG42 Safety in the use of metal cutting guillotines and shears 1988
HSG51 The storage of flammable liquids in containers (revised) 1998
HSG70 The control of legionellosis including legionnaires disease (Third Edition) 1993
HSG85 Electricity at work - safe working practices 1993
HSG107 Maintaining portable and transportable electrical equipment 1994
HSG118 Electrical safety in arc welding 1994
HSG141 Electrical safety on construction sites 1995
HSG150 Health and safety in construction 1996
HSG151 Protecting the public 1997
HSG168 Fire safety in construction 1997
HSG189/1 Controlled asbestos stripping techniques for work requiring a licence 1999
HSG189/2 Working with asbestos cement 1999

Health and Safety: Regulation Booklets

HSR25 Memorandum of guidance on the Electricity at Work Regulations 1989

Legal Series

L8 The prevention or control of legionellosis (including legionnaires' disease) 1995
L11 A guide to the Asbestos (Licensing) Regulations 1983
L27 The control of asbestors at work 1999
L28 Work with asbestos insulation, asbestos coating and asbestos insulating board (revised) 1999
L96 A guide to the Work in Compressed Air Regulations 1996
L101 Safe work in confined spaces (Confined Spaces Regulations 1997) 1997
L108 Guidance on the Noise at Work Regulations 1989
L113 Safe use of Lifting Equipment 1998

Plant and Machinery

PM5 Automatically controlled steam and hot water boilers 1989
PM60 Steam boiler blowdown systems 1998
PM63 Inclined hoists used in building and construction work 1987

Liquid Petroleum Gas Association Guidance & Codes of Practice

CoP1 Bulk LPG storage at fixed installations (Part 1-1998, Part 2-2000, Part 3-1986, Part 4 - 1999)

CoP7 Storage of full and empty LPG cylinders and cartridges 1998

Awtg release Storage and use of LPG on construction sites (LPGA to release late 2000)

**MODEL AGENDA FOR SAFETY PLANNING MEETINGS
FOR 'MINOR' PROJECTS AND WORKS**

- 1 Scope of Work.
- 2 Boundary of the project.
- 3 Provision of Signage.
- 4 Requirement for Statutory forms.
- 5 Means of Escape.
- 6 Roles of the Project Team.
- 7 Hazards presented by the project.
- 8 Risk assessments for the project.
- 9 Handover requirements for the Client.

PRICE ARTHUR CONSULTANCY LLP

CONTRACTORS SITE SAFETY GUIDE

CONTRACTORS SITE SAFETY GUIDE

GENERAL SAFETY RULES

The law requires you to take proper care to avoid accidents. This document contains guidance on how to protect yourself and other who could be injured as a result of your work. Please read it carefully and follow the advice that it contains. It is very important that you know the safety procedures in your trade or industry and the rules and regulations which apply to your job. Use the correct tools for the job and wear any personal protective equipment supplied for your benefit. You must familiarise yourself with the emergency procedure for the site on which you are working. Remember if you are not sure about anything ask your supervisor for help or guidance.

FIRE PROCEDURE

When you hear the fire alarms going off you must leave the area immediately and go to the fire assembly point. Do not use lifts as a means of escape. If you discover a fire raise the alarm by breaking the glass of the nearest fire alarm point or by contacting the Fire Brigade using the nearest safe telephone and dialling 9999.

You should state:

- 1 Your name and where you are calling from; and
- 2 The location and type of fire.

ACCIDENT OR SERIOUS ILLNESS

Getting Help

If an accident happens or someone is taken seriously ill contact the Ambulance Service by dialling 999.

You should state:

- 1 Your name and where you are calling from; and
- 2 The location and symptoms of the patient.

If you are injured get treatment immediately.

Reporting

Always tell your supervisor if you suffer personal injury on site or see a hazardous incident (near miss).

SMOKING

You must not smoke in any internal areas of any public building or workplace.

You may smoke in outside designated smoking areas only.

HOT WORK

You must not carry out any work likely to cause smoke or a fire, such as welding, flame cutting, grinding or bitumen burning with a Hot Work Permit. Your supervisor must provide this by making the necessary prior arrangements with the authorised person(s) on the site.

TOOLS AND EQUIPMENT

Always use the correct tools for the job and never improvise. Do not use tools which are worn or damaged.

HAZARDOUS SUBSTANCES

No hazardous substances or materials may be brought onto site unless authority has been obtained from the person in charge of the project.

Read and follow the manufacturers safe handling instructions. Make sure you know what to do in the event of splash, spillage or other accident.

ASBESTOS

Do not drill, knock down or disturb any ventilation ducts, plant walls or other part of the building that is not part of your work as they may contain asbestos.

If you think you have discovered asbestos stop work and consult your supervisor or the person in charge of the project. If you think you have disturbed asbestos or discover loose asbestos debris stop work immediately, evacuate the area and again inform your supervisor or the person in charge of the project.

ELECTRICITY

If you use electric tools make sure they are in good condition with no obvious defects and have been checked by a qualified electrician.

Do not use tools with frayed leads, loose connections, cracked plugs or damaged casings.

Do not use your own private equipment at work without permission from your employer, who must make sure it is safe.

All mains powered portable electric tools on building sites should be operated from a 110 Volt supply.

WORK AT HEIGHTS

Make sure that ladders and scaffolding are secure and in good condition. Take care to prevent tools or materials from falling. When the risk of falling objects cannot be

eliminated the area below should be securely fenced. Use crawling boards or roof ladders when working on fragile roofs.

CRANES OR SCAFFOLDING

You cannot use any crane or erect any scaffold on site unless the person in charge of the project or his/their representative is present.

EXCAVATIONS

It is your responsibility to ascertain the existence and whereabouts of electric cables, drains, air, gas and water mains. Ensure excavations and opening are securely marked by notices. Use hazard warning lamps during the hours of darkness.

CONFINED SPACES

You may not enter any tank, chamber or any other confined space where there is a risk of being trapped or overcome by fumes without permission from your supervisor.

HOUSEKEEPING

- 1 Keep your workplace clean and tidy at all times.
- 2 Wipe up all spills straight away.
- 3 Do not use tools or materials unless you have been trained to do so safely.
- 4 Keep walkways clear of materials and rubbish.
- 5 Take all equipment, material and rubbish with you when your work is finished.

NOISE

Remember you may be on a site which is sensitive to noise.

When using noisy equipment use a muffler, if available, to reduce the noise.

SAFETY EQUIPMENT

Always use safety equipment when instructed to do so or where it is needed. In particular use:

- ear defenders when using noisy tools such as pneumatic drills, 'Kango' hammers or angle grinders.
- a hard hat when on a building site. This is a legal requirement unless there is no risk of head injury.
- a safety harness when working more than two metres up without and line edge protection.
- eye protection whenever there is a risk from flying fragments, dust or chemical splashes.

- safety shoes or boots on building sites or when handling heavy objects.
- a respirator when there is a danger from dust or fumes.

Make sure you have the right type for the materials you are using.

- overalls to protect against dirt, cuts and splashes.
- gloves to protect the hands when handling sharp or hot objects, hazardous substances and materials.

NOTES TO SUPERVISORS

The person in charge of your project is
 who can be contacted on telephone no
 or mobile telephone no
 or on radio pager/internal bleep no

This person will have provided you with the information regarding any known hazards in the workplace and details of how to operate any permit to work systems.

The person in charge of your project will have informed your Company about facilities (Toilets, catering, parking etc) made available to you and your staff.

When you first arrive on site the person in charge of your project (or his appointed deputy) will take you to the work area and show you the position of the nearest fire fighting equipment, the safe means of escape and the fire assembly point.

The person in charge of your project must be told of any accidents, near misses or hazardous incidents (eg disturbing asbestos) involving you or your workers or any other person affected by your work.

In cases of dispute or conflict concerning work practices and conditions the terms contained in the contract are binding upon each party.

If you cannot contact a person in charge of your project eg, outside normal office hours, when you have a query, you should contact Price Arthur Consultancy on telephone no 01763 272448/07960 531743.

REMEMBER IN CASE OF EMERGENCY RING 999 FOR ASSISTANCE

I have read, understood and acknowledge receipt of the site safety guide.

Name

Signed

Date

Company

Please return to Project Manager/Engineer

CONTRACTORS ASSESSMENT OF POTENTIAL HAZARDS FORM

Assessment to be in accordance with Regulation 3 of The Management of Health and Safety at Work Regulations 1992.

Section 1

To be completed by Project Manager

Contractors Name

Project Manager

Contractors Manager

Job No

Job Location

Section 2

To be completed by the Contractor

Brief Description of Work to be Done

The assessment is to assess the potential hazards involved and shall indicate the measures to be taken to minimise the risks to Contractors Staff and Third Parties and shall include for example:

Clients Permit to Work Document

General Safety

Gas - Mains and bottled

Waste

Electricity - HV

Electricity - LV

Hotwork

Work at Height

C.O.S.H.H.

Lifting Gear

Scaffolding

Confined Spaces

Noise

Access and Egress
Obstruction
Asbestos
Removal of Guards or Safety Equipment
Powered Hand Tools
Work on Specialist Equipment

Signed
Print Name

Section 3

To be completed by the Project Manager

Assessment Approval

Approval is granted for the works to proceed based upon the actions below being complied with.

Signed
Print Name

HEALTH & SAFETY STATEMENT OF COMMITMENT

This statement is issued by the Partners of Price Arthur Consultancy LLP in order to comply with the statutory duty under Section 2(3) of the Health and Safety at Work, etc, Act 1974 and in meeting all obligations to employees and the public who may be affected by its activities. The Practice is committed to a process of continual improvement of Health and Safety management and performance. It is the aim of the Partners, so far as is reasonably practicable, to ensure that:

- The working environment for all employees is safe and without risks to health and that adequate provision is made with regard to facilities and arrangements for their welfare at work. In addition we are committed to the prevention of injury and ill health.
- The provision and maintenance of plant and systems of work are safe and without risks to health.
- Those persons who are not in our employ, who may be affected by our activities, are not exposed to risks to the health and safety.
- Information, instruction, training and supervision is provided, as necessary, to secure the health and safety at work of all employees.
- Arrangements for the use, handling, storage and transportation of articles and substances for use at work are safe and without risk to health.
- Adequate information is available with respect to articles and substances used at work, detailing the conditions and precautions necessary, to ensure that when properly used, they present no risks to health or safety.
- There is suitable provision for the safe access and egress, to and from all working areas.
- That the Practice is committed to comply with applicable legal and other requirements to which we subscribe.
- Health and safety objectives are set and reviewed through the management review process.

The Partners are responsible for this policy and afford safety matters equal if not greater priority to other management functions within the Practice.

All employees of the Practice are reminded of the legal requirement to ensure that the Practice's Health and Safety Policy is observed, with this being communicated to them through an induction process. In particular, they are required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions, or by their neglect.
- To co-operate with their employer to ensure that any duty or requirement for health and safety imposed upon their employer by law is performed or complied with.
- Not to intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare.

This statement is to be read in conjunction with the Practice's Health and Safety Policy Manual. It will be reviewed periodically to ensure it remains relevant.

APPROVED BY: *C L Price*

Clifford Price - Senior Partner