

# Health and safety policy

This is the statement of general policy and arrangements for:

TEMPIETTO ARCHITECTS

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

Christopher Higenbottam

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

Christopher Higenbottam

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Christopher Higenbottam Managing Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Christopher Higenbottam Managing Director	Staff and subcontractors are given a health and safety induction and provided with appropriate training. They are also provided with personal protective equipment for visiting construction sites including steel capped boots, safety hat and high-vis vest.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Christopher Higenbottam Managing Director	Staff are routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="http://www.communities.gov.uk/firesafety">www.communities.gov.uk/firesafety</a> .	Christopher Higenbottam Managing Director	Escape route is kept clear at all times.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Christopher Higenbottam Managing Director	Toilet, washing facilities and drinking water are provided. A system is in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Health and safety law poster is displayed:	In office		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923	In office		
Signed: (Employer)	C J Higenbottam	Date:	23/03/2013
Subject to review, monitoring and revision by:	23/03/2014	Every:	12 months or sooner if work activity changes

Employers with five or more employees must have a written health and safety policy and risk assessment.

For further information and to view our example health and safety policy go to [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)

For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: [hse.infoline@connaught.plc.uk](mailto:hse.infoline@connaught.plc.uk).

# Risk assessment

Combined risk assessment and policy template published by the Health and Safety Executive 09/09

## Company name: **TEMPIETTO ARCHITECTS**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Slips and trips</b> Walking to office and within the office.	Staff and visitors may be injured if they trip on paving or over objects.	<ul style="list-style-type: none"> <li>▪ General good housekeeping.</li> <li>▪ Path is partially lit.</li> <li>▪ No trailing leads or cables.</li> <li>▪ Staff keep work areas clear, eg no boxes, files or drawings left in walkways, deliveries stored immediately, offices cleaned each week.</li> </ul>	Talk to staff to alert them to the dangers – repeat annually.	Managing Director	23/03/2013	23/03/2013
<b>Manual Handling</b> Risk of injury due to lifting or carrying heavy deliveries.	Staff could suffer bruising or sprains or from back injury if heavy or awkward objects are lifted or carried.	Whenever possible deliveries to be brought into the office by the supplier. When this is not possible, assistance should be sought to allow heavy items to be carried by two people.	Talk to staff to ensure that assistance is sought when heavy items require handling.	Managing Director	23/03/2013	23/03/2013
<b>Working at height</b> Risk of falling.	Falls from any height can cause bruising, fractures or death.	<ul style="list-style-type: none"> <li>▪ Staff must not take unnecessary risks.</li> <li>▪ If an existing structure appears unsafe, never enter alone.</li> <li>▪ Do not walk on fragile floors or roofs or close to unguarded edges.</li> <li>▪ If scaffolding is not properly secured or there is insufficient guarding to prevent falls, staff should not continue their visit until proper protection is in place.</li> <li>▪ Ensure ladders are in good condition, adequately secured and placed on a firm surface before using.</li> </ul>	Talk to staff to alert them to the dangers – repeat annually.	Managing Director	23/03/2013	23/03/2013
<b>Falling objects hitting head or body, including feet</b> Risk of injury	Staff could suffer serious head and other injuries due to falling objects, especially if safety helmets and protective footwear are not worn.	<ul style="list-style-type: none"> <li>▪ Safety helmets and protective footwear (with steel toecaps) supplied and are worn whenever there is any overhead work in progress.</li> </ul>	Talk to staff to alert them to the dangers – repeat annually.	Managing Director	23/03/2013	23/03/2013
<b>Moving vehicles on site</b> Risk of crushing.	Staff could suffer serious or even fatal injuries from vehicles and machines on site – particularly when reversing.	High-visibility vests are provided and are to be worn whenever moving plant or machinery is operating on a site.	Talk to staff to alert them to the dangers – repeat annually.	Managing Director	23/03/2013	23/03/2013

<b>Stepping on nails and sharp objects</b>	Staff could suffer foot injuries.	Protective footwear (with steel toecaps) supplied and is worn.	Talk to staff to alert them to the dangers – repeat annually.	Managing Director	23/03/2013	23/03/2013
<b>Display screen equipment</b>	Staff risk posture problems and pain, discomfort and injuries to hands and arms from over or improper use or from poorly designed workstations or work environments.  Headaches or sore eyes can also occur.	<ul style="list-style-type: none"> <li>▪ Staff must not use computers for long and continuous periods.</li> <li>▪ Workstations are well laid out and set to ensure good posture and to avoid glare and reflections on screens.</li> <li>▪ Lighting and temperature are suitably controlled.</li> <li>▪ Eye tests are provided for those who need them.</li> </ul>	<p>Manager to ensure that computers are not used for excessive periods and that staff take regular breaks.</p> <p>Staff to inform Manager of any pain they have that may be linked to computer use.</p> <p>Staff to notify Manager when eye test due.</p>	<p>Managing Director</p> <p>Staff</p> <p>Staff</p>	<p>23/03/2013</p> <p>23/03/2013</p> <p>23/03/2013</p>	<p>From now</p> <p>From now</p> <p>From now</p>
<b>Electrical</b>	Staff could get electrical shocks or burns from using faulty electrical equipment.	<p>Staff trained to spot and report defective plugs, discoloured sockets or damaged cables.</p> <p>Staff know where fuse box is and how to safely switch off electricity in an emergency.</p>	Electrician to do a safety check of office electrics every five years.	Managing Director	01/01/2016	
<b>Printing equipment</b> Use of photocopier and plan printer.	Staff could suffer burn or cut injuries to hands and arms.	Staff trained to avoid touching hot parts in photocopier and cutting blade in plan printer when dealing with jams.	Talk to staff to alert them to the dangers – repeat annually.	Managing Director	23/03/2013	23/03/2013

**Assessment review date:** 23/03/2014