

# Health and Safety Policy and Statement

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## **1.0 Health & Safety Policy Statement of intent**

- 1.1 Nathaniel Lichfield & Partners Limited, trading as Lichfields, is a town planning and development consultancy operating throughout the United Kingdom. We are committed to achieving and maintaining high standards of health and safety for all staff, clients and anyone else working on our behalf, by providing and maintaining safe and healthy working conditions, equipment and systems for all, comply with our legal duties, and to provide such information, training and supervision as required to meet this purpose.
- 1.2 This policy will be kept up to date particularly as the business changes in nature and size and as new legislation is introduced. To ensure this, the policy and the way in which it is operated is reviewed in June every year.
- 1.3 This policy is aimed at our office environment and UK site visits but should any staff member work from any other site or workplace they should conform with the health and safety requirements applicable to that site or workplace. This policy should be used as general principles to adhere to.

## **2.0 Responsibilities for health and safety**

- 2.1 The directors have overall and final responsibility for health and safety in the company.
- 2.2 The Operations Manager is the Health and Safety Manager, responsible for the co-ordination of all health and safety and this policy being applied at all offices, under the direction of the Finance and Operations Director.
- 2.3 The Finance and Operations Director is responsible in the absence of the Operations Manager.
- 2.4 All employees have the responsibility to co-operate with managers and directors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.5 Whenever an employee notices a health and safety problem they are unable to put right, they must tell the appropriate person named above or their team director.
- 2.6 In the absence of a reasonable response from the responsible person, the concern should be reported to the Finance and Operations Director in the first instance.
- 2.7 This policy shall be communicated to all our employees and everyone else working on our behalf. It is the responsibility of each and every person to fully comply with the requirements outlined within this policy; in particular, by co-operating and carrying out their work in such a manner that does not endanger their own health and safety or that of those around them.

B.M.L.

**Bruce McLeod**  
**Finance and Operations Director**  
**Nathaniel Lichfield & Partners Limited trading as Lichfields**

### **3.0 Arrangements for health and safety**

#### **Welfare facilities**

3.1 Wherever possible arrangements will be made with the client and/or principal contractor for the use of welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- toilet/washing facilities accessible on site; and
- eating/rest facilities accessible on site.

#### **Training, consultation and communication**

3.2 All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- induction training for new employees (health and safety awareness, company procedures etc.);
- all staff have access to health and safety information on the company's intranet and notice boards. Additional training is given by way of correspondence via email and individual interaction along with various recognised institutions for staff, including the health and safety co-ordinators, fire marshals and first aiders, when required;
- the introduction or modification of new/existing machinery or technology; and
- a change in employee position/work activity or responsibility.

3.3 Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded.

3.4 Staff will undertake the appropriate training, in accordance with site management requirements, to ensure safety on site where specialised protocols apply.

3.5 A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

3.6 In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- the content of this policy;
- any rules specific to a site or job;
- changes in legislation or working best practice;
- the planning of health and safety training; and
- the introduction or alteration of new work equipment or technology.

3.7 This communication and consultation will take place directly with the employees via emails, the intranet and the staff notice board.

## **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)**

### **Accident reporting**

- 3.8 All accidents, however minor, and any near misses must be recorded in an accident book ideally by the appropriate Office Manager.
- 3.9 The accident book is designed to comply with the Data Protection Act, and therefore personal information is not disclosed to third parties. The accident records are kept with your Office Manager or the person responsible for first aid.

### **Accident reporting to enforcing authorities**

- 3.10 Adequate first aid provision will be made in every place of work occupied by the company. All accidents must be reported and the details recorded in the accident book (one held at each office). Serious accidents where hospital treatment is required must be reported to the Operations Manager as soon as possible after the incident. All accidents/ incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.
- 3.11 Certain accidents have to be reported to the Health and Safety Contact Centre by your Office Manager in consultation with the Finance and Operations Director and Operations Manager, should any of the following occur:
- fatal or major injuries to employees or other people in an accident connected with work;
  - major injury accidents/ conditions; or
  - certain dangerous occurrences, such as a fall down a flight of stairs, which have the potential to cause serious injury; or whether they did actually cause injury.
- 3.12 If as a result of such an accident, any person is unable to carry out their normal work, or is absent from work for more than seven consecutive days, a written report should be filled out on the HSE Form F2508 by a Health and Safety co-ordinator.

### **First aiders**

- 3.13 The names of the first Aiders can be found on the notice boards in each office and on the company intranet.

### **3.14 First aid boxes and other materials**

- 3.15 First Aid boxes are clearly marked with a white cross against a green background and are in prominent and accessible positions. They are to be used in response to injuries to employees and visitors. Access should normally be through the trained first aiders but in the absence of one of these persons it should still be possible for a staff member to obtain materials contained within the box.

NB: the first aid box does not and shall not contain any medicine or creams.

### **Fire safety and emergencies**

- 3.16 It is the company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves compliance with the company's no smoking policy, keeping combustible materials separate from sources of ignition, and avoiding unnecessary accumulation of combustible materials.

3.17 Fire wardens and marshals are responsible for keeping their operating areas safe from fire, ensuring their staff are trained in proper fire prevention practices and emergency procedures.

3.18 In the event of a fire evacuation in any of our offices, you should vacate the building via the nearest available fire exit point and assemble at the appropriate assembly point. Under no circumstances should you re-enter the building until cleared by the fire brigade.

**Action to be taken upon discovering a Fire:**

- do not try to tackle the fire yourself (unless trained to do so);
- activate the nearest fire alarm to raise the alarm;
- leave the building by the nearest fire exit and proceed to the muster point; and
- do not re-enter the building for any purpose until the all clear has been given.

**Action upon hearing the Fire Alarm:**

- stop working and calmly leave the building by the nearest fire exit;
- go directly to the muster point and await instructions;
- do not leave the muster point until the all clear is given;
- do not re-enter the building for any purpose until the all clear is given; and
- doors to the fire exit route are to be kept closed at all times (unless it automatically closes upon activation of the fire alarm system).

3.19 Handheld extinguishers are situated around the building as appropriate. It must be stressed that personal safety comes first under any situation. If in doubt do not tackle the fire but sound the alarm and vacate the building.

3.20 In the event of fire, wardens will be responsible under an evacuation procedure (whether real or test) to account for the staff they work with. It is important that in each office staff use the signing in book so that when outside at the designated assembly point the appropriate fire marshal/warden is able to check and inform the fire brigade that to their knowledge no one is left in the building and that all staff are accounted for.

3.21 The fire evacuation procedure and details of the fire wardens/marshals can be found on the notice boards and on the intranet.

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

3.22 A substance, which is considered a hazard to health is anything labelled as “very toxic”, “toxic”, “harmful”, “corrosive” and/ or “irritant”. For example, cleaning materials, and spray mount.

3.23 As with all health and safety regulations there is a shared responsibility between employer and employee to minimise the risk of exposure by taking due care and attention regarding instructions on any substance classified as above.

3.24 Any worker who feels the use of a material is causing any health problems they should report this to their manager as soon as possible.

3.25 In the event any staff member has reason to visit any other office, factory, site or work place, which has an organised COSHH procedure, the individual shall comply fully with all instructed protective procedures.

**Lift emergency procedure**

- 3.26 In the unfortunate event of being trapped in the lift, please activate the alarm bell, which will attract attention and summon assistance. Under no circumstances should an attempt be made to break out of the lift.
- 3.27 If you are working late or visiting the building whilst it is unoccupied, avoid using the lift.

**Work equipment**

- 3.28 All work equipment (including electrical equipment) used at work, as part of the company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.). Before new equipment is introduced into the working environment, an assessment will be made by the appropriate manager in order to ascertain the equipment is suitable for its intended use. No employee will use work equipment for which they have not received specific training. No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk. All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance/ inspections undertaken on company equipment will be formally recorded. If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Office Manager.
- 3.29 It is the responsibility of the appropriate Office Manager to maintain portable electrical equipment in the office.
- 3.30 The next electrical inspection is scheduled to take place February 2023 companywide. These inspections are conducted regularly.
- 3.31 All staff using electrical appliances should make visual routine checks of the equipment to ensure that all plugs and cables are in good order. Any concerns should be reported to the Office Manager.
- 3.32 Unless specifically advised to the contrary all equipment should be switched off at the end of the working day, particularly fans and heaters.
- 3.33 Staff should not undertake any electrical repairs themselves but should refer the problem to the Office Manager. All electrical repairs should be undertaken by a registered electrician.
- 3.34 Any health and safety problems associated with the computer systems should be referred to the appropriate Office Manager who will liaise with the IT Manager.

**Site visits, risk assessments and Personal Protective Equipment (PPE)**

- 3.35 When visiting a construction site, or a site where specialised protocols apply, please report to the site foreman or manager and follow their instructions. The site foreman or manager will issue, free of charge, the correct personal protective equipment. If the site being visited does not provide PPE, the correct PPE can be obtained from your Office Manager at no cost to yourself.
- 3.36 Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue. A written record detailing what PPE has been issued will be signed by the employee on receipt of the equipment. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements. Any defects or malfunction of PPE must be reported to your Office Manager.

- 3-37 Risk assessment forms have been provided for any person who intends to visit a site on business and who is concerned about their exposure to potential risks at that site. Forms can also be used to highlight and manage risks within the general office. These forms can be found on the company intranet.
- 3-38 The following procedure should be strictly adhered to:
- 1 For each site visit to be undertaken, staff should consider whether a formal risk assessment is appropriate, in the event of potentially significant hazards. This should include: considering whether two members of staff should go on the visit; the risk of significant hazards (where relevant these should be discussed with the individual undertaking the visit); whether any specific measures should be taken (e.g. asking the individual to take hard hat/fluorescent vest); or where special security protocols apply.
  - 2 Where staff have undertaken training to ensure safety on site where specialised security protocols apply (sites such as airports, defence or nuclear etc.), staff are reminded that they must follow such security protocols to the letter (these sites pose an increased exposure to health hazards and injury).
  - 3 Staff undertaking site visits where concerns have been raised should ensure a risk assessment form is completed ahead of time. Completed forms should be filed on the relevant job file and a copy given to the Office Manager for each site.
  - 4 Ensure your Outlook calendar is up-to-date, and your secretary has contact details for you, including your mobile phone number. (This not only applies to site visits but should also include any absence from the office in the line of business). This procedure should include precise times (as far as is practicable) in order to enable someone at the office to know where you are at all times. If your plans change you must phone and advise your new arrangement.
  - 5 Mobile phones should be used and switched on at all times except during meetings. Staff who do not have a work mobile phone may borrow one. Pool phones can be obtained from the Office Manager.
  - 6 Always report your arrival and departure on site to the contractor responsible where relevant.
  - 7 Wear suitable clothing, in particular stout shoes or boots, hard hats should be worn on sites which are under construction or disused or in a dilapidated state. Avoid loose clothing, which may catch on an obstruction.
  - 8 For site visits it may be necessary to wear a fluorescent jacket. Each office has two or more jackets and hard hats.
  - 9 When on site be aware at all times of the overall environment with particular care to ladders, gang planks, overhead projections material movement, scaffolding and generally work in progress.
  - 10 Always keep one hand free. Do not walk and inspect at the same time.
  - 11 Always ensure there is sufficient light to identify any hazards before entering the area.
  - 12 Always formally record and report in writing to the appropriate Principal any situation on site, which you consider to be hazardous to health and safety.
  - 13 Unless you have no other option, never visit an empty building or unoccupied site on your own. Always make sure that somebody knows where you are and at what time you expect to return.
  - 14 Never take chances! If in doubt regarding your safety, abort the site visit/ inspection.

- 3.39 Certain building site and/ or projects/ clients may have unique reporting procedures required by any individual visiting or working on that site/ project. It is the project co-ordinator's responsibility to ensure all appropriate staff members are made fully conversant with these unique requirements.
- 3.40 UK health and safety legislation does not extend abroad and any staff member visiting and/ or working abroad is expected to acknowledge and work within any local directives. The above procedure for UK site visits should be complied with, as a minimum, in any event.

### **Manual handling**

- 3.41 Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

### **Lone workers**

- 3.42 Working alone can create risks, which heighten the dangers of any job - so the key precaution is to be aware of this and take sensible preventative measures e.g. making sure external doors are locked if you are the last in the office.
- 3.43 If a contractor is working alone in the office, e.g. in the plant room, make sure someone responsible is aware of their location.

### **Vulnerable people**

- 3.44 Risks are considered for all employees including vulnerable groups, children and young adults. Reasonable practicable adjustments will be made where necessary for the benefit of employees with a level of ill health or a disability which have health and safety implications.

### **General health and safety housekeeping**

- 3.45 Everyone has a general duty of care regarding health and safety at work. This care extends to office tidiness, ensuring offices are kept clear of excess material, avoiding files and boxes left on the floor as this can cause someone to slip/ trip, ensure extension leads (either power, data or voice) are not potential hazards for tripping people over. Sharp implements such as scalpels are always put away and the blade protected when not in use etc.
- 3.46 Staff must consider when they are undertaking a task which may be hazardous that they should first raise the issue with their Office Manager. Staff should ensure that when lifting heavy boxes they should apply the manual handling techniques, make use of the trolley, or ask for help. The majority of "good housekeeping" is basic common sense, which everybody should exercise at all times.