



**Construction
& Property
Consultants**

**SUMMERS-INMAN
GROUP HEALTH, SAFETY &
WELLBEING POLICY**

May 2020



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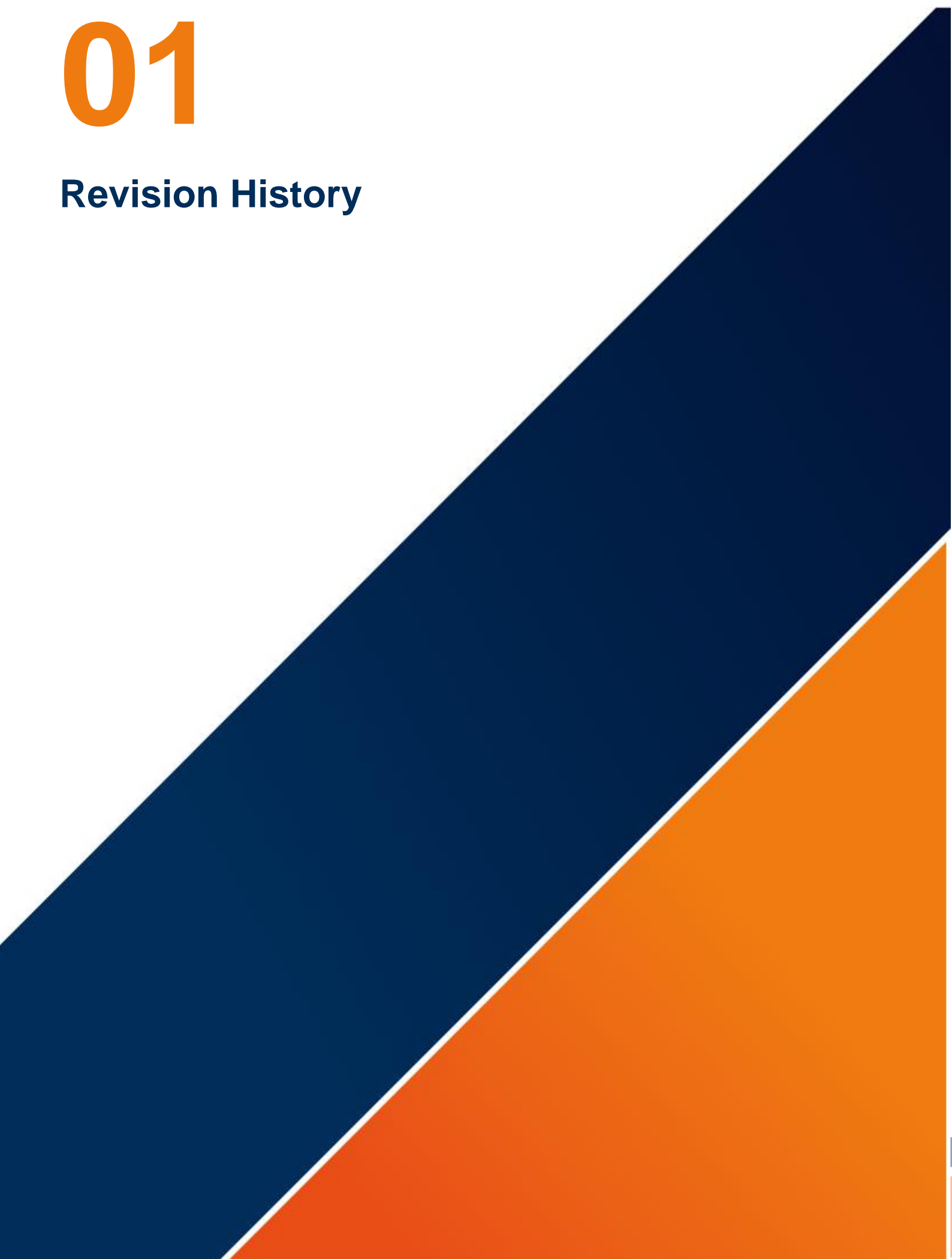
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Revision History



1. Revision History

Prepared By	Authorised By
Name: Malcolm Shiels Email: malcolm.shiels@summers-inman.co.uk	Name: Ian Griffiths Email: ian.griffiths@summers-inman.co.uk

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Revision	Date	Originator	Description
Jan 11	27/1/11	H Marshall	H&S Policy Statement amended in line with latest HSE guidance. Wording changed throughout document to reflect use of electronic communications systems. Minor changes to wording where indicated on pages 2-1, 2-3, 4-3 & 4-5.
March 12	26/03/12	H Marshall	Whole document reviewed. Name of Southern Region H&S Representative amended on page 2-4.
June 13	25/06/13	H Marshall	Whole document reviewed. Asbestos Regulations reference updated to 2012 Regulations on page 4-1.
Aug 14	07/08/14	H Marshall	Whole document reviewed. No changes made.
Sept 14	22/09/14	H Marshall	RIDDOR reference updated to 2013 regulations on page 4-1.
May 15	13/05/15	H Marshall	New Managing Director, Steve Turner, named as responsible for policy. CDM Regulations section (page 4-1) amended to suit the 2015 revision to the Regulations.
Nov 15	04/11/15	D Cronje	Updated to capture new document format.
Jul 16	07/07/16	D Cronje	Group Health and Safety Manager name revised
Jan 17	06/01/17	M Shiels	Admin name changes – Group Health & Safety Manager revised – now Malcolm Shiels
Jun 17	12 June 2017	M Shiels	Reviewed for PQQ purposes – No changes to document.
Jun 18	29 June 2018	M Shiels	Reviewed for PQQ purposes – No changes to document.
Jan 2019	9 January 2019	M Shiels	Annual Review – No changes to document content.
March 2020	31 March 2020	M.Shiels	Changed to new document format.
May 2020	May 2020	M.Shiels	Change of Managing Director

02

Health, Safety & Wellbeing Policy Statement

2. Health, Safety & Wellbeing Policy Statement

Summers-Inman is committed to preventing accidents and cases of work-related ill health, and to providing adequate control of health and safety risks arising from our work activities. In addition to safeguarding the health, safety and welfare of our employees, so far as is reasonably practicable, we fully accept our responsibility towards other persons who may be affected by our activities.

The Directors undertake to:

- ensure all employees are competent to perform their work safely and effectively;
- provide each employee with adequate information, instruction and training;
- engage and consult with employees on health and safety matters;
- maintain safe and healthy working conditions;
- provide and maintain suitable plant, equipment and machinery; and
- ensure safe storage/use of substances.
- eliminate hazards as far as is reasonably practicable.

All employees have a recognised duty to co-operate with the Directors in the operation of this policy and are therefore required to:

- endeavour to work safely and efficiently
- adhere to procedures designed to secure a safe working environment
- take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions
- report all accidents, no matter how minor

We will provide adequate resources to support this policy including the appointment of competent people to assist Summers-Inman in meeting our statutory duties.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed, and if necessary revised, to ensure continuous improvement in our health and safety performance and to take account of legislative or organisational changes.

I and the other Directors are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare across the group. We expect every member of Summers-Inman to share this commitment and to work together to achieve it.

Signed *Ian Griffiths*

Date 28th May 2020

Ian Griffiths, Group Managing Director

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Organisation



Organisation

In order to ensure that health and safety is successfully managed within Summers-Inman, the following responsibilities have been allocated.

Managing Director

The Managing Director accepts overall responsibility for all matters, including those regarding health, safety and welfare. In particular, he is responsible for this health and safety policy: to ensure that it is implemented throughout the group, and that it is reviewed and revised as necessary. He is also responsible for ensuring that sufficient funds and other resources are allocated to allow all work activities to be carried out in a healthy and safe manner.

Group Health and Safety Manager

The Group Health and Safety Manager, Malcolm Shiels, has been appointed in accordance with the Management of Health and Safety at Work Regulations 1999 to assist the Directors in undertaking the measures they need to take to comply with relevant health and safety legislation.

The Group Health and Safety Manager's duties include

- a) Advising the Company with respect to its legal obligations for health, safety and welfare, and assisting in fulfilling these duties; and
- b) Monitoring the group's health and safety performance

Health and Safety Working Group

The Health and Safety Working Group comprises the Director with Responsibility for Safety, the Group Health and Safety Manager and a representative from each of the four Summers-Inman geographical regions. The Group is responsible for:

- a) Developing, maintaining, auditing and revising the health and safety management system
- b) Preparing, reviewing and disseminating risk assessments for standard work activities
- c) Co-ordinating a standard approach across the practice

Regional Health and Safety Representatives

Health and Safety Representatives have been appointed for each of the four Summers-Inman Regions. Their responsibilities include:

- a) Making local arrangements for the implementation of agreed health and safety policies and procedures; and
- b) Making local arrangements for the auditing of health and safety arrangements

Office Health and Safety Representatives

Regional Health and Safety Representatives may appoint Office Health and Safety Representatives to assist them in the implementation of this safety policy.

Office Health and Safety Representatives will be provided with sufficient information and training to enable them to fulfil this role. Their duties will generally include:

- a) Maintaining day-to-day health and safety records
- b) Monitoring the workplace to ensure that health and safety standards are met
- c) Issuing safety instructions and personal protective equipment
- d) Assisting the Regional Health and Safety Representatives as required

Directors, Local Directors and Associate Directors

All Directors, Local Directors and Associate Directors are responsible for ensuring that the safety policy is implemented within their own work areas. They will monitor the workplace to ensure that safe conditions are maintained. Where risks are identified, the Director/Associate will ensure that these are rectified, so far as is reasonably practicable.

Directors/Associates duties include the following:

- a) ensuring that employees, contractors and visitors are aware of safety procedures
- b) providing adequate training, information, instruction and supervision to ensure that work is conducted safely
- c) maintaining safe access to and egress from the workplace at all times
- d) taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity
- e) ensuring that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors
- f) establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.

Employees with Special Responsibilities

Individual employees may be appointed to undertake specific health and safety responsibilities and/or duties. The Practice will ensure that all such employees are competent and will provide additional information and training as necessary.

Employees

All employees have a personal and legal responsibility under the Health and Safety at Work Act 1974 to co-operate with the company in the implementation of this health and safety policy, and to ensure their own safety and that of others. They must:

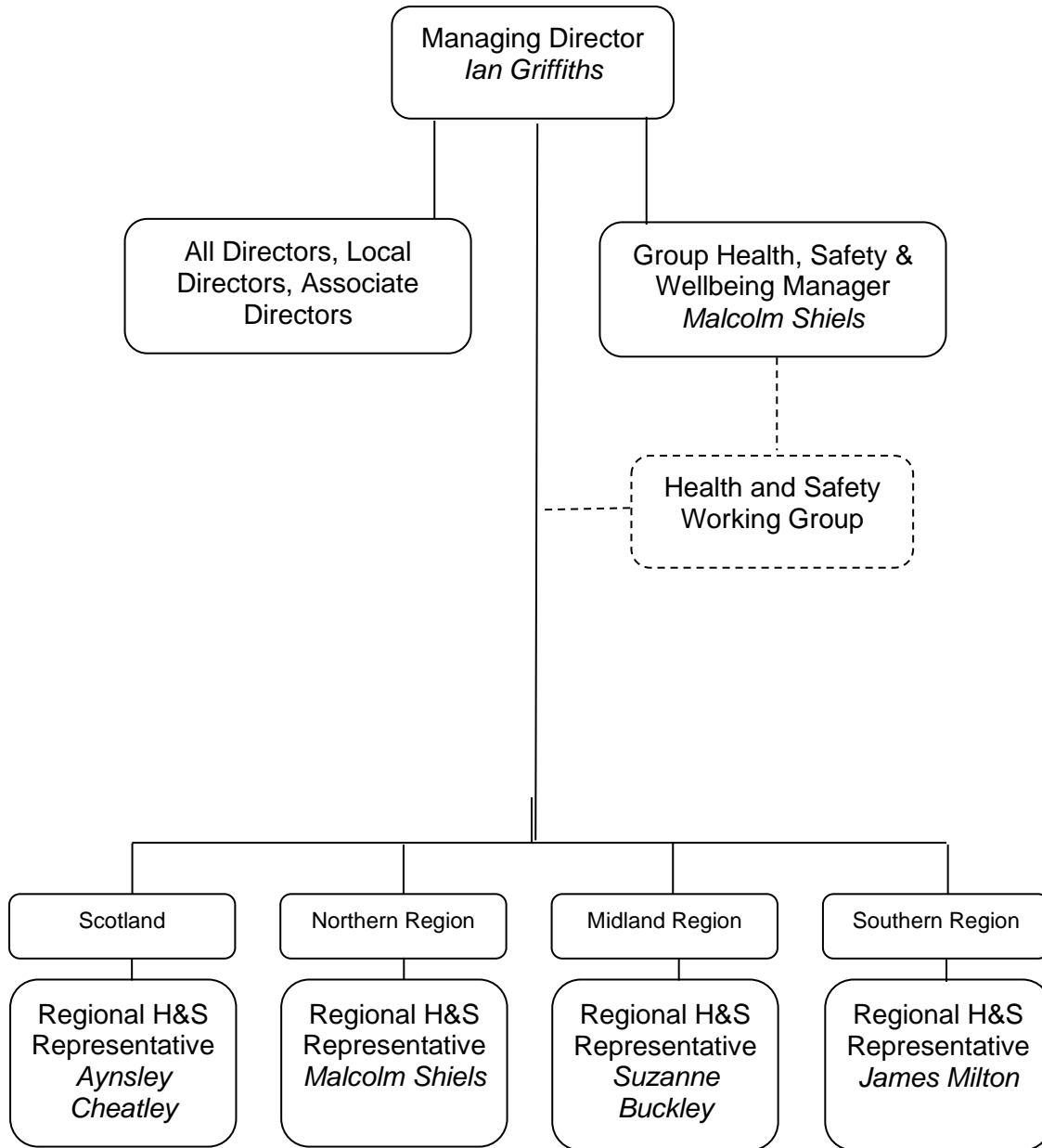
- a) take reasonable care for their own health and safety
- b) consider the safety of other persons who may be affected by anything they do or anything they fail to do
- c) work in accordance with information and training provided
- d) refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- e) report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- f) not undertake any task for which authorisation and/or training has not been given.

Health and Safety Assistance

We are required by law to appoint competent persons to assist us in meeting our health and safety obligations. These people must have sufficient knowledge and information to ensure that statutory provisions are met and that the safety policy is being adhered to.

In addition to the appointment of the Group Health and Safety Manager in this respect, the group recognises that there may also be occasions when specialist advice is necessary. In these circumstances, where no in-house expertise is available, the services of competent external advisors will be obtained.

Organisation Chart



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Health and Safety Standards

4. Health and Safety Standards

Health, Safety & Wellbeing Management System

Summers-Inman health and safety management system is recorded within the following documents:

- Group Health, Safety & Wellbeing Policy
- Group Health, Safety & Wellbeing Procedures
- Staff Health and Safety Handbook
- Group Health, Safety & Wellbeing Risk Assessments
- Group Health, Safety & Wellbeing Forms

The Group Health, Safety & Wellbeing Policy sets out the standards for health and safety at Summers-Inman and the organisation required to meet those standards. It also contains general policies pertaining to the health and safety of Summers-Inman employees and others affected by our work activities.

The Group Health, Safety & Wellbeing Procedures details the procedures to be followed in order to achieve the standards set within the Policy.

The Staff Health and Safety Handbook is published on the Union Square and brought to the attention of staff via email. The handbook is the main source of health and safety information for personnel. It provides information on the risks associated with various work activities and the measures in place for controlling those risks.

The Group Health and Safety Manager will ensure that the health, safety & wellbeing management system is maintained and developed. The system will be developed and revised as necessary so that it remains relevant to the group's work activities and premises and reflects current legislation. This will be an ongoing task, with revisions being triggered by changes in workload, legislative changes, the publication of new or revised guidance, staff changes or changes to Summers-Inman' premises.

Health and Safety Objectives

The Health and Safety Working Group and the Partners who run the business will set health and safety objectives relevant to Summers-Inman's work activities and will monitor the group's performance with respect to those objectives. This will link into ISO45001 and link into our overall business objectives.

The objectives will be determined by reference to Summers-Inman's health and safety policy and the results of performance monitoring carried out.

The objectives shall be measurable and realistic, with an associated timescale for their achievement.

The objectives shall be reviewed on an annual basis to ensure that they remain relevant and realistic. New objectives shall be set as required.

Communication

Summers-Inman is committed to maintaining effective communications at all levels within the group and with external organisations affected by our work activities.

The Directors are responsible for maintaining appropriate internal communications channels to ensure that suitable and relevant information relating to health, safety and welfare at the workplace is distributed to staff and non-employees.

Copies of the Group Health, Safety & Wellbeing Policy Statement will be displayed on notice boards within each office.

The Staff Health and Safety Handbook is published on Union Square and brought to the attention of each member of staff via email.

The Policy, Procedures, Handbook, Risk Assessments and Forms comprising the health, safety & wellbeing management system will be available to all personnel via union square.

Additional information will be conveyed to employees via emails, notice boards, meetings, training sessions and/or other suitable media.

The group also recognises the importance of good sources of health and safety information from outside of the organisation. We will subscribe to appropriate journals and information provision services to ensure that we are kept aware of developments in legislation, technical standards, technology, and industry best practices.

Consultation

As part of the overall communications policy, the group recognises that we have a legal obligation to consult our employees on matters affecting their health and safety. Summers-Inman believe that such consultation will benefit the group by promoting better co-operation between managers and employees and improving health and safety performance.

The Health and Safety (Consultation with Employees) Regulations 1996 require the group to consult with all staff on matters affecting their health and safety at work, including

- (a) Any new or revised measure in the workplace that may affect employee health and safety. This includes the introduction of new procedures or new work activities.
- (b) The arrangements for appointing “competent persons” to assist the employer in carrying out his duties under the Management of Health and Safety at Work Regulations 1999.
- (c) Information which employers are required by law to give to employees with respect to their health and safety, such as details of risks and associated control measures. Consultation is required to ensure that the information is given to employees in the most appropriate manner and format; and that a suitable level of information is provided.
- (d) The planning and organisation of any health and safety training.
- (e) The consequences, in terms of health and safety, of the introduction of any new technology to the workplace.

All affected employees will be asked for feedback on proposals relating to any of the matters listed above, prior to those proposals being implemented. All employees are also encouraged to discuss any health or safety concerns they may have with their supervisor/ manager, their Health and Safety Representative and/or the Group Health and Safety Manager.

The Managing Director is responsible for ensuring national implementation of this policy.

Risk Assessment

Summers-Inman accept that some of our operations may, unless properly controlled, create risks to members of staff, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level. The group will therefore undertake all necessary risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999.

Standard risk assessments have been carried out for all standard work activities undertaken by Summers-Inman’ staff. Copies of these risk assessments are held electronically on union square. The Group Health and Safety Manager has a duty to ensure that these risk assessments are reviewed at regular intervals and revised as necessary.

All relevant protective measures identified by the risk assessments will be included in the Staff Health and Safety Handbook and employee training programmes.

Additional risk assessments will be required whenever a new work activity is undertaken or a specific hazard has been identified for which there is no standard assessment. Risk assessments will be carried out by Local Safety Officers, in consultation with the employees affected. The method of controlling the risks identified will be set out in the standard form of risk assessment and/or in method statements. Copies of these additional risk assessments will be held by the Regional/Office Health and Safety Representative and the Group Health and Safety Manager.

Active Monitoring

Summers-Inman is committed to continual improvement in health and safety performance and recognise that monitoring performance is an essential part of any effective management system. The group therefore undertakes to monitor achievement against the stated health and safety objectives, and compliance with health and safety standards.

Reactive Monitoring

All accidents and dangerous occurrences will be recorded in the accident book and must also be reported to a responsible person who will ensure that the enforcing authority is informed as appropriate and that all necessary records are maintained. The Director or Associate responsible for the work activity involved will, in conjunction with the Health and Safety Representative, carry out a full investigation of the circumstances surrounding the accident. All necessary actions will be taken to prevent recurrence of the incident so far as reasonably practical. The accident book will also be regularly reviewed by a responsible person to ascertain any trends in the nature of incidents that have occurred in the workplace at both local and national levels.

Health and Safety Audits

The group health and safety policy and procedures will be audited on an annual basis to ensure that the management system continues to meet the needs of the group. The audit will be arranged by the Group Health and Safety Manager. The audit shall cover the entire system and shall identify any discrepancies between the written documents and the arrangements in place; and check the adequacy and relevance of the arrangements.

Performance Review

The results of the active and reactive monitoring carried out, and the system audits, shall be used as a basis for a review of group health and safety performance. A review report will be prepared, identifying positive achievements as well as areas where the health and safety system is inadequate. This report will be made available to all employees and will be presented to a Directors meeting for their consideration and action. The recommendations of the report shall be the subject of consultation prior to their implementation within an agreed timescale.

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Policies on Specific Health and Safety Issues

5. Policies on Specific Health and Safety Issues

Accident and Incident Reporting

All accidents, incidents and near misses will be recorded in the accident books. The accident books will be regularly reviewed by a responsible person to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

In addition to an entry in the accident book, all accidents and dangerous occurrences must be reported to a responsible person who will ensure that the enforcing authority is informed as appropriate in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and that all necessary records are maintained.

Asbestos

In accordance with the Control of Asbestos Regulations 2012, the group will take all reasonable steps to manage the risk of asbestos within our work premises. Where Summers-Inman is the dutyholder under the Regulations we will:

- find out if there is asbestos in the premises, its amount and what condition it is in;
- presume materials contain asbestos, unless we have strong evidence that they do not;
- make and keep up to date a record of the location and condition of asbestos-containing materials (ACMs) and presumed ACMs in our premises;
- assess the risk from ACMs;
- prepare a plan that sets out in detail how we will manage the risk from this material;
- take the steps needed to put the plan into action;
- review and monitor the plan and the arrangements made to put it into place; and
- provide information on the location and condition of the material to anyone who is liable to work on or disturb it.

Where, due to leasing arrangements etc., Summers-Inman is not the dutyholder under the Regulations we will co-operate with the dutyholder to ensure that the risk from asbestos is adequately managed.

In addition to the above arrangements to fulfil our obligations under Regulation 4, we will take steps to ensure that our surveyors are not put at risk from asbestos in carrying out their work activities. We will provide asbestos awareness training for all technical staff to ensure that they understand the risks associated with asbestos. Surveyors will be instructed not to enter any area until they have received confirmation that to do so will not put them at risk from asbestos.

Construction (Design and Management) Regulations

The group recognises that the majority of its work activities are governed by the legal requirements imposed by the Construction (Design and Management) Regulations 2015 (CDM). Where CDM applies, Summers-Inman will:

- (i) Only accept appointments for which we have the correct skills, knowledge, experience and organisational capability;
- (ii) Be pro-active in co-operating with others and in co-ordinating work to ensure the health and safety of construction workers and others who may be affected by the work; and
- (iii) Report obvious risks.

The CDM Regulations apply to all design work undertaken by Summers-Inman. Therefore, when undertaking design work we will:

- (i) Always check before commencement that the client is aware of his duties under CDM;
- (ii) Check that (for projects which will involve more than one contractor) a Principal Designer has been appointed
- (iii) Seek at all times during the design process to eliminate health and safety hazards and reduce risks. This applies equally to hazards and risks that may arise during the construction process, those that arise during use of the completed structure, and those associated with future maintenance and building works.
- (iv) Provide information about residual risks through notes on drawings and details in the tender documents.
- (v) On projects with more than one contractor, provide the Principal Designer with all relevant information, including any information needed for the health and safety file.

Where Summers-Inman are appointed as Principal Designer, we will:

- (i) Plan, manage, monitor and co-ordinate health and safety measures during the pre-construction phase of the project;
- (ii) Ensure that health and safety risks are identified, eliminated where possible, and otherwise reduced or controlled;
- (iii) Facilitate good communication and co-operation between the client, designers and contractors;
- (iv) Assist the client in the collation and distribution of the pre-construction information;
- (v) Liaise with the principal contractor regarding design development and any information required by him for the preparation of the construction phase plan; and
- (vi) Prepare and update the health and safety file for the structure.

Where Summers-Inman are appointed as Principal Contractor, we will:

- (i) Plan, manager and monitor the construction phase to ensure so far as reasonably practicable that it is carried out without risks to health or safety;
- (ii) Prepare, develop and implement a written construction phase plan and site rules;

- (iii) Consult with contractors and give them relevant parts of the plan;
- (iv) Ensure welfare facilities are provided from the start and maintained throughout the construction phase;
- (v) Check the competence of all our appointees;
- (vi) Ensure all workers have site inductions and any further information and training needed for the work;
- (vii) Consult with the workers;
- (viii) Liaise with the Principal Designer with regard to ongoing design; and
- (ix) Take reasonable steps to prevent access to the site by unauthorised persons.

Contractors and Sub-consultants

This group is committed to ensuring that where any construction work is carried out at our premises, it is done so without risks to the health and safety of our employees or others and in accordance with the requirements of the CDM Regulations and related statutes.

Site safety rules will be issued to all contractors and will be clearly stated in contractual arrangements together with any special health and safety requirements likely to affect cost or time-scales. All contractors will generally be expected to comply with Summers-Inman' health and safety policy as a minimum standard whilst working on group premises.

Where the group employs sub-consultants to carry out specialist work on our behalf, they will be expected to comply with Summers-Inman' health and safety policy as a minimum standard. Summers-Inman will obtain relevant details from sub-consultants to ensure that they are competent to carry out the work for which they are employed.

Control of Substances Hazardous to Health (COSHH)

The group will at all times endeavour to use substances that pose minimal hazards to the health of its employees and those affected by its work. Risk assessments will be carried out to determine the risks to health posed by any substances used.

Where the group, as specifier or designer, has the ability to influence the choice of materials to be used on a project, we will use the following criteria to aid our selection:

- (i) The use of hazardous substances, as defined in the Control of Substances Hazardous to Health (COSHH) Regulations 2002, as amended, shall be minimised, together with the use of any other hazardous substance (such as lead) which is the subject of specific health and safety legislation.
- (ii) Where no suitable non-hazardous substance is reasonably available, the quantity of the substance used shall be kept to a minimum and the use of all measures necessary to protect health and the environment shall be specified.

All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented, or at least controlled to within statutory limits. The group undertakes to control exposure by engineering means where reasonably practicable. Where exposure cannot be adequately controlled by engineering means, appropriate PPE will be provided free of charge after consultation with employees.

Summers-Inman will give our employees sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Display Screen Equipment

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, all reasonable steps will be taken by the group to secure the health and safety of employees who work with display screen equipment (DSE).

The group will, in consultation with staff, carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment, the nature of the work being undertaken, and the worker. All necessary measures will be taken to remedy any risks found as a result of the assessment.

Summers-Inman will also arrange for the provision of eye and eyesight tests at regular intervals where requested by display screen equipment users and arrange for the free supply of corrective eyewear (glasses or contact lenses) where required specifically for working with DSE.

Driving

Where Summers-Inman require people to drive on company business, we will take all reasonably practicable steps to ensure their safety. This will include ensuring that staff are competent and fit to drive; and ensuring that cars are properly maintained. We will also encourage journey planning to reduce unnecessary car journeys and minimise the risks associated with driving whilst tired.

Electricity at Work

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The group acknowledges that work on electrical equipment can be hazardous and it is therefore the group's intention to reduce the risks as far as is possible.

The group will ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations and will maintain the fixed installation in a safe condition by ensuring that routine safety testing is carried out.

All portable and transportable equipment will be inspected and tested as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled).

Where a problem arises related to electricity at work, employees must inform a responsible person immediately and the group will then take the necessary measures to investigate and remedy the situation.

Fire Safety

Fire risk assessments will be undertaken for each location where Summers-Inman is the responsible person for fire safety under the Regulatory Reform (Fire Safety) Order 2005. We will take steps to prevent or minimise the risk from fire as far as reasonably practicable and provide general fire precautions to deal with remaining risks.

These precautions will include fire detection and warning systems suitable to the premises, and suitable and sufficient portable fire extinguishers. We will ensure that there are suitable emergency escape routes and that these are kept clear. We will provide any necessary fire safety signs and emergency lighting.

We will draw up an emergency plan for each location, detailing the actions to be taken in the event of a fire. All staff will receive basic fire safety awareness training, information and instruction; and staff with special responsibilities will receive appropriate additional training.

First Aid

The group is committed to providing sufficient numbers of first aid personnel to deal with accidents and injuries occurring at work. To this end, the group will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.

First aid boxes are provided within the workplace to ensure that there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies that are required under law. Portable first aid kits are available to any members of staff who are required to work away from the normal workplace, where access to facilities may be restricted.

Notices will be displayed in all workplaces giving the location of first aid equipment and the name(s) and location(s) of first aiders/appointed persons.

Manual Handling

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. Summers-Inman policy is to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace in accordance with the Manual Handling Operations Regulations 1992.

The group will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity, and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable.

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

Where Summers-Inman, as specifier or designer, has the ability to influence future handling operations through the design of a project, premises will be designed to reduce manual handling to the minimum reasonably practicable.

Noise Control

In accordance with the Control of Noise at Work Regulations 2005, the group will prevent or reduce risks to health and safety from exposure to noise at work. The group also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication, and stress and will take all reasonable steps to reduce noise levels as far as practicable.

By the nature of the group's undertaking, the group premises do not generally contain any noisy areas, processes or equipment. We will, however, assess the risks to our employees from noise at work where appropriate and take action to reduce the noise exposure that produces those risks.

Where employees are liable to be exposed to high levels of noise whilst carrying out work on construction sites or within clients' premises, the procedures for their hearing protection laid down by the person in charge of the site must be followed. Summers-Inman will provide any hearing protection necessary.

Personal Protective Equipment (PPE)

The group will provide personal protective equipment (PPE) when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the group to secure the health and safety of employees who work with PPE.

The group acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of the group to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

In accordance with the Personal Protective Equipment at Work Regulations 1992, the group will ensure that all PPE used is suitable to protect the individual against the identified risk(s) and is compatible with any other PPE being used. Employees will be informed of the risks that exist and will be trained in the safe use of the PPE. Steps will be taken to ensure the proper maintenance, cleaning and repair of PPE and to ensure that it is replaced at intervals as necessary at no cost to employees.

Stress

The group recognises that, whilst a degree of pressure can be a positive force at work, excessive pressures can have a negative effect on health and on performance at work. We acknowledge that stress in the workplace can be caused by any combination of a number of diverse factors, such as job design; lack of control of workload; the working environment; and communication arrangements.

Commission managers will therefore carry out workload planning, and regularly review individuals' workloads with them. Good communications will be fostered at all levels and staff will be encouraged to discuss any potential problems with their line manager. Should any member of staff suffer any negative effects of stress, we will provide suitable support mechanisms to mitigate these effects.

Training

It is the group's policy to enable staff to develop their full potential so that they have the correct blend of ability, knowledge and experience to meet the highest standards of practice, work without risks to their health and safety, and to fulfil in all respects our clients' requirements. This commitment is demonstrated in the training and development programmes in place. The aims of these programmes are

- a) to provide new employees with induction training under supervision until the employee has achieved the required standard of performance
- b) to provide opportunities for existing employees at all levels to acquire and develop the knowledge and skills needed for the performance of their current job and to develop their full potential in specialist needs of the organisation
- c) to provide training and development for employees before and immediately after promotion or involvement in different work activities
- d) to provide Continuing Professional Development (CPD) training to professional staff.

The above policy applies equally to all aspects of an employees work including technical work activities, health and safety, environmental matters and administrative duties.

Annual staff reviews will be held between management representatives and all employees at which training requirements will be discussed. Any training needs identified at the review will be implemented within the year's training programme. Additional health and safety training will be given where prompted by the introduction of new or amended legislation, or if an employee becomes involved in different work activities.

Work at Vacant Properties or on Construction Sites

Where employees are required to work outdoors, in vacant premises, on construction sites or at other locations away from their normal base, the group will ensure that, so far as is reasonably practicable, all steps are taken to ensure their safety and health.

Summers-Inman will carry out an assessment of the general risks to which our employees are likely to be exposed when carrying out surveying or construction site based activities. This will be used as a starting point when considering the risks associated with any particular work activity at a specific location.

It will be the duty of the employee to carry out the activities in the way which the risk assessment has shown to be best, to control the risk and to comply with any safe systems of work and standard operating procedures. Where there is any doubt about the employee's ability to work to these agreed methods, owing to the nature of the particular location or the activity, work should not commence until the situation has been reported to, and reviewed by the Health and Safety Representative and a specific system of work has been prepared.

Work at Height

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. In accordance with the Regulations, the group will ensure that all work at height is properly planned and organised. This will include works at low height such as accessing high level shelves in the office, as well as works such as roof surveys.

We will comply with the following hierarchy for managing and selecting equipment for work at height:

- a) avoid work at height where possible;
- b) use work equipment or other measures to prevent falls where we cannot avoid working at height; and
- c) where we cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The group will ensure that the risks from work at height are assessed and that those involved in work at height are trained and competent. Appropriate work equipment will be selected and used in accordance with the above hierarchy, and all such equipment will be properly inspected and maintained.

Work Equipment

Summers-Inman will, in accordance with the Provision and Use of Work Equipment Regulations 1998, carry out an assessment of the risks to the health and safety of our employees to which they may be exposed whilst using any work equipment. These risks will then be controlled so far as is reasonably practicable so that neither the group's employees nor others who could also be exposed to them will be put at risk.

The group will ensure that all equipment supplied is of good construction, sound material and is suitable for the tasks to be performed. All equipment used will be clearly identified, and regularly inspected and maintained by competent persons. A full record will be kept of inspection, repair and maintenance procedures undertaken.

Appropriate information and training will be provided to all employees who use work equipment, including additional information and training where the equipment is used in a high-risk environment or in a way that increases the risks involved. All employees are instructed not to misuse equipment, which could lead to damage of the equipment or materials, as well as possibly leading to injury.

Workplace Regulations

The group is committed to providing workplaces which safeguard employees' health, safety and welfare. To this end, all group premises shall be audited for compliance with the Workplace (Health, Safety and Welfare) Regulations 1992 and any necessary remedial works undertaken. We will also endeavour to ensure that all material changes to our premises or cleaning arrangements are undertaken in such a manner as to maintain compliance with the Regulations.

Birmingham

The Colmore Building
20 Colmore Circus
Birmingham
B4 6AT

Tel: 0121 262 4060

Edinburgh

Block B, Canal Court
40 Craiglockhart Avenue
Edinburgh
EH14 1LT

Tel: 0131 455 9700

Leeds

4100 Park Approach
Thorpe Park
Leeds
LS15 8GB

Tel: 0113 212 7500

Leicester

6 Thorpe Way
Grove Park, Enderby
Leicester
LE19 1SU

Tel: 0116 254 2774

London

30 High Street
Kingston upon Thames
Surrey
KT1 1HL

Tel: 0208 549 8863

Manchester

Peter House
Oxford Street
Manchester
M1 5AN

Tel: 0161 913 2656

Newcastle

Bevan House
Sir Bobby Robson Way
Newcastle upon Tyne
NE13 9BA

Tel: 0191 284 1121

Email: info@summers-inman.co.uk

www.summers-inman.co.uk

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