

Health and Safety Policy					
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HEALTH AND SAFETY POLICY

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Date Reviewed	17/03/25	Next Review	March 2026	Approved By:	David Sharp
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Contents

SECTION 1	4
STATEMENT OF SAFETY POLICY	4
SECTION 2	7
HEALTH & SAFETY RESPONSIBILITIES	7
Organisational Chart for Health and Safety Management	7
GENERAL ORGANISATION AND ARRANGEMENTS	7
Directors Duties	7
Sub-Contractors	10
SECTION 3	12
HEALTH & SAFETY ARRANGEMENTS	12
General	12
Communications	12
Training	12
Young persons / Work experience placements	13
Risk Assessment / Method Statements	13
Accident Reporting / First Aid	14
RIDDOR:	14
Fire – Procedures and Equipment	14
Emergency Procedures	15
Responsibility	15
Prevention of Fire	15
Emergency Evacuation Procedures	15
Site Based Fire Procedures	16
Alcohol/Drugs	17
Welfare	17
Access / Egress	17
Electricity	17
Work Equipment and Plant	17
Abrasive Wheels	18
Manual Handling	18
Control of Substances Hazardous to Health (COSHH)	19
Asbestos	19
Oil Storage Regulations	19
Health Surveillance	20
PPE	20
Work at Height	20

Health and Safety Policy					
Date Reviewed	17/03/25	Next Review	March 2026	Approved By:	David Sharp
Principals for Safe Work at Height					20
Ladders					21
Noise and vibration					21
Display Screen Equipment (DSE)					22
Transport					22
Health and Well Being					22
Monitoring and Review					23

Health and Safety Policy

Date Reviewed

17/03/25

Next Review

March 2026

Approved By:

David Sharp

SECTION 1

STATEMENT OF SAFETY POLICY

Actua Chartered Surveyors is committed to conducting its activities to provide a high-quality service whilst ensuring that 'Health & Safety Care' is a central component of these activities.

In conducting these activities, we shall

- ensure that the OHSMS is appropriate to the nature and scale of the organisation's OH&S risks;
 - ensure commitment to the prevention of injury and ill health and continual improvement in OH&S management and OH&S performance;
 - ensure commitment to comply with applicable legal requirements and with other requirements to which the organisation subscribes that relate to its OH&S hazards;
 - set the framework for setting and reviewing OH&S objectives;
 - ensure that the OHSMS is documented, implemented and maintained;
 - ensure that the OHSMS is communicated to all persons working under the control of the organisation with the intent that they are made aware of their individual OH&S obligations;
 - ensure that the OHSMS is available to interested parties
 - ensure that the OHSMS is reviewed periodically to ensure that it remains relevant and appropriate to the organisation.
1. Actua Chartered Surveyors recognises and accepts its responsibility as an employer and contractor to clients for ensuring a safe and healthy workplace and working environment for all of its employees and of any other person who may be affected by its actions. Safety is our prime consideration and we will apply this policy statement with due diligence to ensure full compliance with proactive safety management being pursued at all times.
 2. Actua Chartered Surveyors will take steps within our power to meet this responsibility paying particular attention to the provision and maintenance of: -
 - A safe place of work and safe access to it.
 - A safe and healthy working environment.
 - Plant, equipment and systems of work that are safe.
 - Safe arrangements for the use, handling, storage and transport of articles and substances.
 - Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute to their own safety and health at work
 - Adequate welfare facilities
 - Adequate first aid facilities

As required by Section 2 of the Health and Safety at Work Act 1974

Actua Chartered Surveyors commits to provide safe and healthy working conditions for the prevention of work-related injury and ill health. It also commits to comply with applicable legal requirements and with other requirements to which the organisation subscribes that relate to its OH&S hazards and to eliminate hazards and reduce OH&S

Health and Safety Policy

Date Reviewed	17/03/25	Next Review	March 2026	Approved By:	David Sharp
----------------------	----------	--------------------	------------	---------------------	-------------

risks and continually improve the OH&S management system. The organisation commits to the consultation and participation of workers, and, where they exist, workers' representatives.

The Health & Safety Objectives of the organisation shall be reviewed on an annual basis at management review, or more frequently if required. Objectives will only be set, amended or removed with the approval of the Directors and will be reviewed at management review

Additionally, Actua Chartered Surveyors will ensure an active regime of Risk Assessment is applied to all the activities carried out by our business in full compliance with the Management of Health and Safety at Work Regulations 1999 as amended.

3. To ensure continued safe conditions of work Actua Chartered Surveyors will ensure the provision of competent technical advice on safety and health matters, and will engage fully qualified professional safety advisers as their competent safety consultant.
4. Actua Chartered Surveyors appoints competent employees only and co-operates fully with these employees providing them with the facilities and training to carry out their work in a safe manner. We remind our employees of their own duties under Section 7 of the Health and Safety at Work Act to care for their own safety and that of other workers, client employees, public etc. All employees of the organisation shall co-operate fully with the company so as to enable it to carry out its own responsibilities successfully.
5. It is the policy of Actua Chartered Surveyors to do all that is reasonably practicable to prevent personal injury, property damage and to protect everyone, including other contractors, client's employees and members of the public from foreseeable work hazards, which may result from any work carried out by Actua Chartered Surveyors as required by Section 3 of the Health and Safety at Work act, and to employ an active Risk Assessment strategy as required by the Management of Health and Safety at Work Regulations 1999, Regulation 3 and the supporting guidance HSG 65 for successful safety management.
6. Employees of Actua Chartered Surveyors know and understand their duty to co-operate in the operation of this policy under Section 7 of the Health and Safety at Work Act:-
 - By working safely at all times
 - By using protective clothing and equipment
 - By reporting accidents and hazards (communicating effectively)
 - By adhering to procedures and systems of work at all times
 - By co-operating and liaising with the clients of Actua Chartered Surveyors as necessary

A copy of this Safety Policy will be issued to all employees, including sub-contract workers. This policy will also be amended, added to or modified from time to time as industry practice improves or changes or in view of new legislation.

Health and Safety Policy**Date Reviewed**

17/03/25

Next Review

March 2026

Approved By:

David Sharp

It may also be supplemented with further statements, risk assessments, (as required by the Management of Health and Safety at Work Regulations 1999) or method statements as necessary in the future. Clients of Actua Chartered Surveyors will be provided with risk assessments and method statements as necessary.

The Directors of Actua Chartered Surveyors accept full overall responsibility for fulfilling this safety policy and ensuring its effective implementation, and for practically applying this policy on all contractual works. This statement of safety policy is fully supported with the commitment of the Directors of Actua Chartered Surveyors validation signature is detailed below.

Signed:

**David Sharp**

Managing Director

Health and Safety Policy

Date Reviewed

17/03/25

Next Review

March 2026

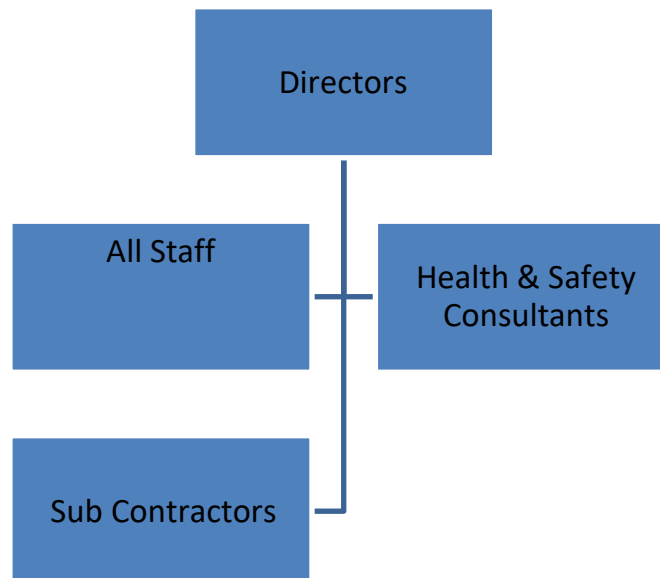
Approved By:

David Sharp

SECTION 2

HEALTH & SAFETY RESPONSIBILITIES

Organisational Chart for Health and Safety Management



This organisational structure chart defines the levels of responsibility for safety within Actua Chartered Surveyors.

Specific duties in relation to implementing and ensuring compliance with this policy statement are defined in the General Arrangements section of this policy.

GENERAL ORGANISATION AND ARRANGEMENTS

In accordance with the Health and Safety at Work Act and all other Health and Safety legislation, Actua Chartered Surveyors, as the employer is responsible for the Health, Safety and Welfare of all its employees and all other persons who may be affected by their work.

Directors Duties

The Directors of Actua Chartered Surveyors is ultimately responsible and accountable for achieving the objectives of the Health and Safety Policy and ensuring its effective implementation. In particular the Directors of the organisation will: -

- Ensure that all employees know and understand their responsibilities and are issued with this safety policy. This will include sub-contractor employees who will sign for receipt and adherence to the policy, and/or any method statements produced to supplement the safety policy.
- Ensure full co-operation at all times with clients of Actua Chartered Surveyors, and where necessary will produce risk assessments and method statements for those clients, to complement this health and safety policy.

Health and Safety Policy

Date Reviewed	17/03/25	Next Review	March 2026	Approved By:	David Sharp
----------------------	----------	--------------------	------------	---------------------	-------------

- Ensure that the requirements of all the relevant health and safety legislation are complied with at all times. In addition, the Directors will ensure that any safe systems of work or procedures required by clients of Actua Chartered Surveyors are communicated to employees and complied with at all times.
- Ensure that Actua Chartered Surveyors has access to competent safety advice as required by Regulation 7 of the Management of Health and Safety at Work Regulations.
- Ensure that accidents are reported to the enforcing authority as required by the R.I.D.D.O.R (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) using the appropriate online forms or telephone. In addition, clients of Actua Chartered Surveyors will be informed of any incidents/accidents occurring on their site.
- Ensure that all work carried out by Actua Chartered Surveyors is monitored by the Directors.
- Ensure that employees of Actua Chartered Surveyors are provided with the appropriate personal protective equipment, as identified in the risk assessments, at all times and that such equipment is regularly checked and replaced as needed
- Ensure that Health and Safety receives full consideration in:
 - Day to day tasks
 - Tendering and estimating
 - Use of any hazardous substances
 - Housekeeping standards
 - Purchasing or hire of equipment
 - Planning of new work
- Ensure that any hazards identified on the premises of a client are brought to the attention of the client.
- Ensure that adequate arrangements are always made for first aid facilities both in own premises and off site with transportable kits.
- Ensure that employees have suitable and sufficient training to carry out their work activities.
- Ensure that all work is managed and organised so that its execution is to the required standard, which will minimise the risk to employees, clients and the public.
- Ensure that all machinery, plant and equipment is in a safe condition and the appropriate registers and records are held in line with PUWER and LOLER.
- Ensure that only competent well-trained employees use machinery and equipment. This includes the hiring of specialist machinery
- Ensure that adequate provision is made for welfare facilities at all times.
- Ensure that younger persons employed are afforded extra supervision and are prevented from using any potentially dangerous items of equipment. (Particular reference should be made to the Management of Health and Safety at Work

Health and Safety Policy

Date Reviewed	17/03/25	Next Review	March 2026	Approved By:	David Sharp
----------------------	----------	--------------------	------------	---------------------	-------------

Regulations as amended in 1997 to include young persons, which states that employers shall carry out a risk assessment in order to protect young people from any risks to their health and safety).

- Ensure that employees and sub contractors are kept fully informed of the standards required by Actua Chartered Surveyors. In addition, that the requirements of clients are communicated to the employees of Actua Chartered Surveyors.
- Ensure that due consideration is given to the risks to employees and others of the work activities of Actua Chartered Surveyors, and control measures are in place to control these risks, as required by Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

- Ensure that specific risks identified are assessed and appropriate control measures are introduced, implemented and reviewed

The OHSAS Coordinator will assist the Directors of Actua Chartered Surveyors in the practical implementation of the Health and Safety Policy.

The OHSAS Coordinator or responsible person shall: -

- Ensure all work is carried out in a safe manner in accordance with the safety policy
- Method statement / Standard Operating Procedures or client requirements are undertaken in accordance with safe working practices.
- Ensure that all equipment and machinery is checked prior to use.
- Ensure that good standards of housekeeping are kept at all times.
- Ensure that all work is carried out with compliance to the relevant legislation.
- Ensure that all equipment is tested as required and results reported to the Directors
- Ensure that all work is adequately supervised at all times, and those young people are given extra supervision and assistance in their role.
- Ensure all accidents and hazards, office based or site, are reported immediately to the Directors of Actua Chartered Surveyors and if relevant to the client.
- Ensure that adequate and suitable personal protective equipment is available at all times and is used by the employees of Actua Chartered Surveyors.
- Ensure that employees under their control who are placed on non-routine work are adequately supervised and instructed on safe working.
- Will be accountable to the Directors.
- Ensure that any employee or sub contractor not discharging their duties are reported to the Directors without delay so that the Directors can take action to stop them from working.
- Ensure effective liaison on site with clients of Actua Chartered Surveyors ensuring compliance with the requirements of the client.

Health and Safety Policy

Date Reviewed	17/03/25	Next Review	March 2026	Approved By:	David Sharp
----------------------	----------	--------------------	------------	---------------------	-------------

- Ensure that first aid facilities are available and regularly checked by appointed first aider and that its location is signed.
- Ensure that permit to work systems are adhered to and supervised as work is carried out, as required by clients of Actua Chartered Surveyors.
- Ensure that colleagues, client's staff and members of the public are never placed at risk as a result of work carried out by. In addition to ensure the effective implementation and compliance with the safety policy and procedures of Actua Chartered Surveyors.

All Employees Duties

The employees of Actua Chartered Surveyors are competent and well trained; they assist the Directors of Actua Chartered Surveyors in fulfilling their responsibilities for health and safety.

The employees of Actua Chartered Surveyors will: -

- Always conform to the rules and regulations applicable to their work and follow the instructions of Directors.
- Always be aware of safe working procedures and specific method statements of work and follow those procedures.
- Always wear the personal protective equipment provided by Actua Chartered Surveyors
- Always be fully aware of and adhere to the fire and emergency procedures for each site.
- Always check plant and equipment for safety prior to use and report any defects.
- Always report hazards, defects and any accidents to the Directors.
- Always understand their responsibility under Section 7 of the Health and Safety at Work Act, to ensure they carry out their work in a safe manner so as to prevent any risk to themselves or to other persons who may be affected by their actions.
- To always comply with safe systems, procedures and controls as defined by risk assessments undertaken for their area of work.
- Always co-operate with Directors and clients of Actua Chartered Surveyors ensuring compliance with specific on site rules and regulations.
- Always maintain good standards of housekeeping at all times, particularly on the premises of sites of clients of Actua Chartered Surveyors.
- Refrain from any intentional or reckless interference with safety equipment.
- Avoid horseplay at all times.
- Undertake job instruction and training as required by the Directors of Actua Chartered Surveyors

Health and Safety Policy

Date Reviewed

17/03/25

Next Review

March 2026

Approved By:

David Sharp

- Always keep welfare facilities in good order
- Attend any health surveillance arranged and required

Sub-Contractors

- All sub-contractors will be expected to comply with Actua Chartered Surveyors Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on site and the general public.
- Scaffolding used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- Sub-contractor's employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.
- All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.
- Any injury sustained, or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representatives.
- Sub-Contractors employees must comply with any safety instructions given by this Company's Site Representative.
- Actua Chartered Surveyors has engaged Quality Standards & Business Consultants Ltd to provide initial advice on Health and Safety matters enabling the management to take forward standard practices. Sub-contractor's informed of any hazards or defects noted during inspections will be expected to take immediate action.
- Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractors' employees to have the use of Actua Chartered Surveyors.
- Any material or substance brought on site which has health, fire or explosion risk must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.

Health and Safety Policy

Date Reviewed	17/03/25	Next Review	March 2026	Approved By:	David Sharp
----------------------	----------	--------------------	------------	---------------------	-------------

- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc cleared as work proceeds.

A detailed Method Statement will be required from sub-contractors carrying out high risk activities. The Method Statement must be agreed with Actua Chartered Surveyors representative before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained

SECTION 3

HEALTH & SAFETY ARRANGEMENTS

GENERAL

Actua Chartered Surveyors has Employers' Liability (Compulsory Insurance) and Public Liability Insurance. It is the policy of Actua Chartered Surveyors to ensure that adequate Welfare Facilities including first aid are provided on all sites. Employees, sub-contractors and self-employed have a duty to respect these facilities and assist in maintaining them to a suitable standard.

Good housekeeping is the responsibility of employees and sub-contractors. It is expected that all workers will keep a clean and tidy work place, clear waste and debris as work proceeds and do not block or restrict access routes.

Generic risk assessments and specific assessments will be kept in a place accessible for all workers. Specific site risk as identified will be addressed either by the Directors or "other competent person". All personnel must comply with these special arrangements.

All employees and sub-contractors who do not have their own safety policy approved by Actua Chartered Surveyors will abide by the conditions of this policy

COMMUNICATIONS

All employees shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Regulations 10 (Information for Employees) and 13, (Capability and Training) of The Management of Health and Safety at Work Regulations 1999 as amended.

All employees are inducted, where they are provided with a copy of the safety policy and advised of Actua Chartered Surveyors organisational arrangements and procedures for safety management.

Site specific inductions are carried out and risks associated with the site or machinery use, are discussed.

Records of any inductions/toolbox talks, and training provided will be held on file.

TRAINING

All employees/self-employed will be instructed and trained to carry out their tasks in a safe manner. This includes the risks associated with the task, the substances, the safe use of plant, machinery, climbing and lowering equipment and portable tools etc.

The need for special training will be appraised at the regular staff reviews and any training required will be organised.

The Directors will ensure that all persons under his control have an induction of health and safety on their first day on site and before starting work. Where there is a special need identified, then further training will be provided. This may be in the form of "tool box" talks or a recognised training course. It is the intention of Actua Chartered Surveyors that safety training is carried out on a regular basis, employees and self-employed are expected to co-

Health and Safety Policy

Date Reviewed	17/03/25	Next Review	March 2026	Approved By:	David Sharp
----------------------	----------	--------------------	------------	---------------------	-------------

operate in this requirement. All sub-contractors must ensure that their own personnel meet these requirements.

It is Actua Chartered Surveyors policy to ensure that all persons are trained and have health and safety information.

All employees will be given adequate instruction and supervision as is necessary to ensure that their work is carried out efficiently and safely. The site representative must monitor performances report bad practice to the Directors without delay so that remedial action can be taken.

YOUNG PERSONS / WORK EXPERIENCE PLACEMENTS

The Management of Health and Safety at Work Regulations 1999 define a young person as someone under the age of 18.

Actua Chartered Surveyors shall ensure that young people are protected against any risks to their health and safety at work, which are due to their inexperience, immaturity and lack of awareness of risks. As such, a risk assessment will be carried out. The results of the risk assessment will identify work activities, etc involving risks or harm to young people.

No young person may be employed in work which:

- is outside their physical and/or mental capacity
- involves exposure to agents which are toxic, carcinogenic, cause heritable genetic damage, harm unborn children or cause any other chronic health effects
- involve exposure to radiation
- involve exposure to risks which cannot be perceived or avoided by young people due to their insufficient attention to safety or lack of experience or training
- involves a risk from extreme hot or cold, noise or vibration.

All young persons employed by Actua Chartered Surveyors will be given a full induction prior to being allowed on site. At this induction the safety rules will be fully explained, including emergency procedures, fire procedures, location of first aid box, first aid supplies and the accident book. Also, at this induction any specific risks associated with this site, i.e. working at height, use of work equipment etc, will be fully explained along with the appropriate controls, which are in place and which should be followed at all times

RISK ASSESSMENT / METHOD STATEMENTS

Some of the things we do and products we use are hazards which could cause harm. We know that we need to think about these and the safety measures needed so that the risk of someone getting hurt or becoming ill is small. Hazard means anything that can cause harm. Risk is the chance, high or low that someone will be harmed by the hazard.

Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management. Control measures are defined in the form of written safe working procedures and method statements are relayed to the persons at risk by line management, through formal information channels, instruction and training.

In addition to the legal requirement of the Management of Health & Safety at Work Regulations 1999, for general Risk Assessments, other statutory provisions require specific risk assessment measures, as an example the following list in some form or other requires the need to assess risk, suitability or competency.

- The Health and Safety (Display Screen Equipment) Regulations 1992.(Amended 2002)
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Manual Handling Regulations 2002.
- The Personal Protective Equipment Regulations 1992

Health and Safety Policy

Date Reviewed	17/03/25	Next Review	March 2026	Approved By:	David Sharp
----------------------	----------	--------------------	------------	---------------------	-------------

- The Provision and Use of Work equipment Regulations 1998
- Coronavirus Act 2020

The above list is not a comprehensive list.

All risk assessments will be undertaken scored and rated by the Directors and copies made available to all staff communicated via tools box talk, H&S file and H&S notice boards. Generic risk assessments are available for operations carried out by the Company. All risk assessments will be reviewed and updated annually or if changes in working practices / machinery and equipment occur.

Employees have a responsibility to work in accordance with best practice and instruction in relation to any risk assessment and to inform management of any situation that would result in safe working being jeopardised. Unsafe individuals or individuals who fail to adhere to Health and Safety procedures will be subject to disciplinary action.

As required by the Management of Health & Safety at Work Regulations 1999, we aim to carry out Method Statements of all activities that employees of employees are involved in and will take all reasonable preventative and protective measures to minimise safety and health risks.

Method Statements shall be carried out prior to the start of each new work activity and will be compiled in conjunction with Risk Assessments.

ACCIDENT REPORTING / FIRST AID

All accidents must be reported, and an entry made in the accident book at the main office and in any accident book which exists on work-based sites. The accident book must be made available for the “competent” persons, so that accidents and their causes can be investigated.

RIDDOR:

Certain types of accidents and dangerous occurrences must be reported to the HSE i.e. Fatalities, broken bones, amputations, electrocution, asphyxiation etc (see Regulations for full details). The site representative must ensure that any accidents or near misses that are required to be reported under RIDDOR are notified to the Directors at Actua Chartered Surveyors office immediately so that appropriate action can be taken. Actua Chartered Surveyors will ensure that action is followed by completing the appropriate HSE form online.

All major accidents will be fully investigated by a Directors.

Actua Chartered Surveyors will ensure that a qualified first aider or appointed person will be on site at all times. They will be in charge of the first aid box, to ensure that it is fully stocked and kept in a clean and accessible place. Signage will show the first aid box position and the names of the appointed persons and first aiders. First aiders will offer first aid to persons who have accidents on sites or premises under the control of Actua Chartered Surveyors. They must ensure that the accident book is completed. In the event of a serious accident or illness, they will undertake the responsibility to call an ambulance, keep a record in the “accident book” of the event and notify the responsible person.

FIRE – PROCEDURES AND EQUIPMENT

A fire risk assessment of the office-building complex is to be carried out annually by the relevant competent person. He / she is to ensure that all findings and actions arising from the assessment are actioned accordingly. The assessment is to be revised annually.

Health and Safety Policy

Date Reviewed

17/03/25

Next Review

March 2026

Approved By:

David Sharp

EMERGENCY PROCEDURES

Emergency procedures for Office Buildings and workshop are to be posted next to all fire exits in the building and reception areas. These procedures are to be tested regularly, on the instruction of a responsible person, at intervals not exceeding 12 months.

RESPONSIBILITY

It is the responsibility of the Directors to ensure the findings and actions arising from the fire risk assessment are fully implemented and tested. A responsible person will monitor these during audits.

In the event of a fire, the emergency services must be called.

PREVENTION OF FIRE

Actua Chartered Surveyors will ensure all employees have sufficient information / training and at all times exercise good housekeeping techniques. Keep site clean.

All employees are instructed in emergency procedures and advised of the following precautions:

1. Make certain you know your escape route
2. Do not obstruct access to fire extinguishers and know how they operate
3. Clothing should not be hung over or near heating equipment
4. Keep a clear work area. Paper, oily rags or rubbish must not be allowed to accumulate
5. The No-Smoking Rule must be strictly adhered to
6. Use proper containers for flammable liquids, not open tins or buckets
7. Handle flammable liquids at a safe distance from possible sources of ignition
8. Check before and after using blowlamps, welding and cutting equipment
9. Do not pile flammable materials in corners, use skips
10. Switch off from the mains any electrical equipment when not in use

Fire extinguishers:

The Directors will ensure the correct fire extinguisher is available on site and in vehicles and will instruct employees and contractors not to attempt to fight fires unless they have received adequate training and are sure they will not put themselves at risk.

Red / Red label - contains water - fires of wood, paper, rubber etc

Red / Cream label - contains foam - fires of liquid, petrol, paint, oils

Red / Blue label - contains powder - most types of fire, including electric

Red / Black label - contains CO 2 - any fire

EMERGENCY EVACUATION PROCEDURES

Gas Escape

Fire

Explosion

Civil Disturbance

Bomb Alert

When one of the above has occurred all staff will, as the first priority, arrange for the alarm to be raised by shouting or by other appropriate means, fire alarms etc.

- All employees where possible without putting life at risk are to close all doors, windows and turn off all equipment and plant; then immediately proceed in an orderly manner to the safety point of exit from the premises. If, en route, other people are seen, then they must similarly be told to vacate the premises.

Health and Safety Policy

Date Reviewed	17/03/25	Next Review	March 2026	Approved By:	David Sharp
----------------------	----------	--------------------	------------	---------------------	-------------

- As soon as possible, after arriving at a place of safety, a check of the employee register and visitors' book must be carried out to ensure that all known others are clear of danger.
- If an occasion arises when known others cannot be accounted for, the employee must give the full details to the emergency services, under no account must the premises be re-entered until authorised to do so.

Note: A Director or nominated deputy will, if required, inform the Enforcing Authorities, i.e. HSE, of the occurrence either online or by telephone.

SITE BASED FIRE PROCEDURES

The Company will ensure, so far, as is reasonably practicable, that no persons on site are at risk in the event of a fire, in accordance with The Regulatory Reform order. It is accepted by the Company that all relevant statutory requirements with regard to fire prevention and control will be regarded as the minimum standard in planning fire safety arrangements.

ACTION TO BE TAKEN IN THE EVENT OF A FIRE

On discovering a fire Dial 999 (emergency phone number). Ask for Fire Service. Give your name, address and the approximate location of the fire.

Help to evacuate all other staff and visitors from the area if the fire is small, use the appropriate firefighting appliance located within the building.

DO NOT ENDANGER YOURSELF TO SAVE PROPERTY

Evacuate the area by the nearest escape route ensuring that all persons remain as far away from the fire as possible.

The site representative will act as a point of contact for the emergency services and will guide them to the fire via mobile phone communication if necessary.

Do not re-enter the site until it is safe to do so

The Company will ensure that risks associated with work activities are controlled and will regularly arrange for workplace assessments to identify the presence of all such significant health and safety risks.

OHSAS Coordinator to ensure arrangements to deal with fire and other emergencies are adequate and maintained in their working area and that all employees, visitors, contractors and others are aware of these arrangements, and that the adequacy of the procedures is regularly and fully tested.

Liaison with customer and principle contractors will sometimes be necessary to achieve the requisite degree of Fire Safety.

ALCOHOL/DRUGS

You are required to conduct yourself in a manner which is in keeping with the professional corporate image enjoyed by the company, with integrity and in accordance with the procedures and policies applying to the area of work carried out by you on behalf of the company. Employees are expressly forbidden to consume alcohol or take non-prescription

Health and Safety Policy

Date Reviewed

17/03/25

Next Review

March 2026

Approved By:

David Sharp

drugs when at work or bring them onto the premises. Any breach of this rule will be treated as gross misconduct and is likely to result in summary dismissal.

Staff have an obligation to notify management of any prescription drugs that may affect Health and Safety performance.

WELFARE

Welfare facilities will be provided in accordance with legislative requirements and best practice, if staff are working on construction or related sites welfare facilities will generally be provided by arrangements with the "Principal Contractor".

ACCESS / EGRESS

Access / egress means any pathway, steps, stairs, ladders, entrance or exit etc. These must always be kept clear from clutter. Do not store anything in these places and unless there is no alternative, do not work in this space or obstruct them in any way.

All persons at work or otherwise have a right to expect clear access and egress. The organisation expects that all persons carrying out business for, or on our behalf, will provide to all a duty of care.

ELECTRICITY

To reduce the risk of electric shock, it is Actua Chartered Surveyors policy to ensure that all electrical equipment is PAT tested every 24 months and records kept on file. All portable electrical equipment and appliances will be tested and maintained at intervals not exceeding 36 months and records kept on file. Portable generators used for the supply of site electricity must be double insulated or effectively earthed and these appliances must be maintained as per manufacturer's instructions. The user will visually inspect any electrical tool before using it. Fixed systems must be tested every 5 years.

WORK EQUIPMENT AND PLANT

This covers all tools, equipment (including rigging), vehicles and machinery used in the course of Company business, hereafter called "Equipment".

Equipment will only be used for the purpose it is intended for in accordance with the manufacturers' instructions. All guards must remain in place and be functioning correctly. No modifications will be carried out unless under the instructions of the manufacturer. Essential details and warning signs will be in place at all times.

Equipment will be checked, inspected, maintained and serviced in accordance with the manufacturers' instructions and the provisions on PUWER and LOLER. A register of all equipment kept will be maintained showing details of history, servicing, repair. All equipment will be clearly marked to be identifiable.

Daily checks will be carried out by employees prior to using the equipment. Weekly checks will be carried out and recorded. Detailed checks will be carried out by a competent person every 6 or 12 months, as required by PUWER and / or LOLER.

It is the responsibility of the employee using any equipment to report any defects in the equipment as soon as they become apparent. Arrangements will be put in place by the manager to repair or withdraw the equipment.

Health and Safety Policy

Date Reviewed

17/03/25

Next Review

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Withdrawn equipment will be clearly marked as such and will not be used until repaired or the equipment disposed of.

MANUAL HANDLING

Where reasonably practicable mechanical aids will be used to reduce the need for Manual Handling. When manual handling must be undertaken then a manual handling risk assessment will be carried out to ensure the task can be carried out safely and without risk. When tasks must be carried out manually, then ensure the path is clear from obstructions and that lighting is sufficient. Heavy and awkward loads may require team lifting, with one person acting as team leader to ensure safest operation of lift. Care should be taken for the protection of hands when lifting objects with sharp edges, or hot / cold surfaces.

The correct method of lifting makes the operation seem easier, less tiring and safer. Lifting should be carried out by the proper use of muscles. Back and abdominal muscles are weak; the leg and thigh muscles are strong. The spine has a natural shape when a man is standing, if he bends over, the spine is arched and becomes weaker. If therefore the back can be kept in its natural erect position and the leg muscles brought into play, and the load is kept close to the body, a man can operate like a human elevator. This results in heavier loads being lifted, with less physical effort.

This is the basis for manual handling. In practice there are six significant points:

- **Grip** – A good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Using the sensitive fingertips can cause considerable damage and the continued use of them leads to strained fingers or strained forearm muscles.
- **Back** – The back should be kept straight to maintain it in its natural and strongest position. This requires bending at the knees and ankles to get down close to the load and then to raise it, pushing upwards with the leg muscles to regain the vertical position.
- **Chin** – The chin should be kept well in so that it is fairly near to the chest, as this helps to keep the spine in its natural upright shape.
- **Feet** – The proper position of the feet is approximately the width of the hips apart and with one foot slightly in front of the other.
- **Arms** – Arms should be kept as close to the body as possible so that its own members do not unbalance the body itself.
- **Body** – The body, being kept in its normal position, should act as a counterweight to the load.

Providing these principles are applied, the average man can expect to lift his own weight – but even this depends on his age and physical build. Up to 25 years of age, a well-developed young man could expect to lift it. At 40 years of age lifting capacity can be considerably less. The main thing is that operatives should know how much they could lift and not be afraid to ask for help when the load is beyond them. To this end Manual Handling Risk Assessment will be carried out on all operations identified as having significant risk, remedial action taken by the site manager.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Employees of Actua Chartered Surveyors should only use hazardous chemicals if they are authorised to do so, have received adequate training in the risks associated with them and have the associated hazard data sheets available.

Employees should only use hazardous chemicals for the task intended. Unauthorised use could result in mixed chemicals giving off dangerous fumes or undergoing a violent reaction

Hazardous chemicals must only be stored in the containers intended for such storage. The hazard warning labels appropriate to the contents should be clearly displayed on the container.

Health and Safety Policy

Date Reviewed

17/03/25

Next Review

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The Directors should ensure material safety data sheets are obtained where hazardous chemicals are stored, handled, transported and or used.

Actua Chartered Surveyors will ensure a competent person has conducted a COSHH assessment sheet that must be kept up to date and must describe the chemical, its reaction, what to do in an emergency, how to dispose of the chemical, how to dispose of the container etc. These sheets should be available / accessible for all staff likely to be exposed to the chemical.

The Directors will ensure that containers which have held hazardous chemicals are disposed of as per the supplier's instructions.

The person who buys or supplies hazardous chemicals within the company has a duty to obtain the necessary material data sheet and to ensure that it is distributed.

In the majority of instances only small quantities of hazardous substances will be stored or available on site. It will be the responsibility of persons in charge to ensure that the "safety information" on the labels are read, understood and adhered to.

ASBESTOS

Actua Chartered Surveyors acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by removing exposure through the use of effective management.

Where asbestos is present or suspected to be present, a survey needs to be undertaken by an approved contractor or person and an asbestos register prepared and maintained.

Under no circumstances will work commence where there is a risk of exposure to asbestos. This will be referred directly to the client or principle contractor.

OIL STORAGE REGULATIONS

The Oil Storage Regulations require that oils are stored in such a way as to avoid damage to the environment in the case of a spill etc. The Company will abide by the requirements of the regulations.

HEALTH SURVEILLANCE

Actua Chartered Surveyors will advise all operatives of any potential occupational health risks posed by their work activities. This may include potential hazards associated with exposure to noise, dust, hand/arm vibration etc. We will ensure that were through the risk assessment process any of these potential hazards has been identified, then suitable control measures will be implemented to eliminate or reduce the risk to a low as level as practical.

Actua Chartered Surveyors will ensure all operatives are provided with information, instruction and training as part of our risk control strategy for managing occupational health risks.

PPE

This covers all PPE and equipment used in the course of the company's business and needs to be suitable for their role and purpose.

PPE will be checked, inspected, maintained and serviced in accordance with the manufacturers' instructions. A register of all equipment kept will be maintained showing details of history, servicing and repair. All equipment will be clearly marked to be identifiable.

Health and Safety Policy

Date Reviewed	17/03/25	Next Review	March 2026	Approved By:	David Sharp
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Daily checks will be carried out by employees prior to using PPE. Bi-monthly checks will be carried out and recorded.

It is the responsibility of the employee using any equipment to report any defects in the equipment as soon as they become apparent. Arrangements will be put in place by the manager to repair or withdraw the equipment.

Withdrawn equipment will be clearly marked as such and will not be used until repaired or the equipment disposed of.

WORK AT HEIGHT

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The organisation Services will take all reasonable steps to provide a safe working environment for all employees that are affected by work at height activities.

Actua Chartered Surveyors recognise that where work at height cannot be avoided, the risks will need to be controlled to ensure that the task can be undertaken from a safe place. In addition, where other persons may be at risk, for example from falling materials, precautions will be taken to protect them.

Where there is a requirement to work at height, due consideration will be given to where the work will be done, and an assessment made to ensure adequate precautions are taken to minimise the risks identified.

PRINCIPALS FOR SAFE WORK AT HEIGHT

No work will be undertaken at height unless it is essential – if reasonably practicable bring the task down to a lower level

Where work at height is necessary then an approved site risk assessment will be undertaken prior to work commencing to establish if works should be undertaken from ladder, rope and harness or a lift platform, and a suitable method and safe system of work established and implemented.

Any access equipment or working platform (fixed or mobile) must be checked to ensure that it is:

- suitable;
- stable and secure
- will support the weight of workers using it and any equipment and materials likely to be used on it;
- has guard rails, barriers and edge protection so as to prevent falls;
- being used in accordance with, and conforms to, available guidance and best practice.

Precautions will be taken to prevent injury to any person who may be, or pass, in the area beneath the work at height

LADDERS

Only ladders of suitable and sufficient strength for their intended purpose will be used. All ladders will be placed on a firm level surface.

Ladders will only be used for light duty work of short duration. The 'four to one' rule will be strictly adhered to (i.e. the point of rest should be four times the distance between the vertical plane (at the point of rest) and the foot of the ladder) so as to give the ladder an angle of 75 degrees from horizontal.

Health and Safety Policy

Date Reviewed

17/03/25

Next Review

March 2026

Approved By:

David Sharp

Where practicable, the ladder will be secured to prevent slipping / displacement (preferably by tying at the top though side or bottom supports/ties may be appropriate), particularly where the ladder is 3 metres or more in length. Alternatively, a person will be positioned at the foot of the ladder ("footing" the ladder). A person at the foot of, or below, a ladder shall wear a safety helmet.

Care will be taken to ensure that the work can be undertaken without stretching that may lead to instability and a fall.

All ladders will be carefully stored and periodically inspected to ensure continued integrity and safety.

Stepladders are easily overturned by any degree of side loading. All operatives will be instructed in safe usage. The top step of a stepladder will not be used as a working platform unless there is a knee-rest.

The area around the base of the ladder will be assessed and suitably protected as required from impact, for example from vehicle movements.

Some ladders, especially long ladders, may need more than one person to erect safely.

Ladder checks will be undertaken visually at point of use and annually through a recorded system and a ladder register maintained.

NOISE AND VIBRATION

Actua Chartered Surveyors will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. We also recognise that noise levels below those which cause hearing damage, 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 possible.

Suitable PPE is issued to employees for the equipment they operate, including hearing protection.

Employees are advised about vibration risks and all equipment is selected to reduce that risk.

All PPE and equipment will be maintained to ensure that noise and vibration levels are kept as low as possible. Any concerns of employees are to be directed to the supervisor.

DISPLAY SCREEN EQUIPMENT (DSE)

Actua Chartered Surveyors has a code of practice for safe working with display screen equipment (DSE) which describes the standards and operating procedures required to maintain safety for users. The code contains information on the risks when using DSE and the precautions which users should take.

The workstation should be adjusted to suit the individual requirements and should meet the following standards:

Health and Safety Policy

Date Reviewed	17/03/25	Next Review	March 2026	Approved By:	David Sharp
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- the screen should be clear with well-defined characters free from movement or flicker, it should be adjustable for brightness and contrast and free from reflective glare;
- the keyboard should be separate from the screen to allow positioning which avoids fatigue to the hands or arms, it should have a Matt finish to avoid glare, with clear legible symbols;
- the work surface should be large of low reflectance and should allow for a flexible arrangement of the hardware and related equipment;
- the document holder (where provided) should be stable and adjustable to avoid unnecessary eye, neck or head movement;
- the chair should be stable and afford a comfortable position. The seat should be adjustable in height and the backrest should be adjustable in both height and tilt. A footrest should be available if needed;
- the environmental conditions should allow for a change of position at the workstation, have suitable lighting which eliminates glare or distracting reflections on the screen and be free from noise, excess heat or humidity.

TRANSPORT

Your driving licence must be seen by the office before you can drive any vehicle.

Vehicles and pedestrian traffic should be separated on site. Always walk around a vehicle and check the operation of all lights etc before driving. Always walk around a vehicle before reversing and ask for someone to guide you if you cannot clearly see. Drive with care and consideration at all times and ensure your speed is appropriate to the conditions. Concentrate on your driving and do not operate mobile telephones etc whilst driving. Keep screens and windows clean and do not allow loose items in the vehicle. If driving a vehicle over 3.6t gross weight be aware of and comply with the driver's hours and tachograph rules.

HEALTH AND WELL BEING

Staff health and wellbeing will be regularly monitored and reviewed through annual questionnaire. Return to work interviews will also be undertaken following periods of illness to ascertain any changes in health or support required from the company. Staff are encouraged to discuss any concerns regarding their health and wellbeing with their line manager or appropriate person. All matters discussed or arising will be strictly confidential.

MENTAL HEALTH

Staff members can use this policy to find out how to support themselves, their colleagues and those they line manage in relation to mental health. Employees have a duty of care towards colleagues and themselves to keep healthy and mentally well. Actua Chartered Surveyors recognises that work pressures can result in poor mental health and wishes to promote a supportive workplace culture. As such we are committed to:

- Actively promoting positive mental health
- Enabling individuals to develop and manage their own mental health
- Helping those experiencing mental health difficulties to recover
- Building and maintain organisational systems that impact positively on mental health, promotes equality and reduce stigma around mental health.

Our definition of mental health is:

"A state of well-being in which the individual realises his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his/her community".

Health and Safety Policy

Date Reviewed

17/03/25

Next Review

March 2026

Approved By:

David Sharp

Any staff member who is worried about the mental health or wellbeing of a colleague or themselves can raise their concerns with their Line Manager, the OHSMS Manager, Office Manager, or the Directors. All concerns raised will be treated in a confidential manner and in line with the legal requirements as set out within the Employment Equality Acts 1998 – 2011 and the Safety, Health and Welfare at Work Act 2005.

Any staff member who feels unsafe in their working environment should stop work immediately and inform their Line Manager, the OHSMS Manager, Office Manager, or the Directors ('Appropriate Person/s'). In the event that we are made aware of individual employees with mental health difficulties, we will work with them to identify particular risks and seek to implement measures to reduce those risks.

We are committed to working positively with anyone disclosing information about their mental health difficulties, so that we can identify what may help them to function productively at work.

Further help and information regarding mental health can be found on the NHS website: [Mental Health Helpline for Urgent Help - NHS \(www.nhs.uk\)](https://www.nhs.uk)

COVID 19

The principles of risk assessment should guide the company through each difficult decision and remind the company to evaluate and balance the risks against appropriate control measures. The mantra to guide you through difficult decisions should be 'would it have been reasonably practicable to have done more'; if the answer is 'yes', then you are potentially exposed to criminal prosecution.

Remember to personalise, so far as reasonably practicable, the company procedures to specific workers and those affected by the company operations. Exposing a twenty-year-old employee to potential infection will not be the same risk as for someone whose age or underlying health condition makes them more vulnerable.

Follow all relevant guidance and risk carefully assess any derogations from it.

The message is clear. To develop a plan, considering the demographics and vulnerabilities of the company's staff and those impacted by its operations. Monitor and review to consider the changing nature of the contagion and the control measures. Take health and safety legal advice to help with the most difficult conundrums and documentation.

MONITORING AND REVIEW

The overall responsibility for monitoring the effectiveness of this Health and Safety Policy is with the Directors of Actua Chartered Surveyors. The Directors will ensure the policy is being adhered to by all operatives and by operatives of any sub-contractors used. This is done via toolbox talks and regular inspections of workplaces and work equipment etc.

A formal recorded system of inspection, monitoring and review, is established to enable all tiers of management to assess control measures and identify problem areas.

These include weekly safety inspection / reports completed by the Directors and independent inspection monthly.

Health and Safety Policy					
Date Reviewed	17/03/25	Next Review	March 2026	Approved By:	David Sharp

These arrangements are supplemented by independent monitoring and auditing by the Safety Consultant. The Directors will review the audits / reports and ensure that all corrective actions identified are undertaken, implemented and achieved.

The policy is reviewed annually by the Directors of Actua Chartered Surveyors.

A review of this policy may occur if there are changes in relevant Health and Safety legislation, or following an accident or incident, or simply to reflect changes in industry best practice.

Signed:



David Sharp
Managing Director