



HEALTH & SAFETY POLICY

Health & Safety Policy Statement

CBA (Chris Blandford Associates Limited) is an established company providing landscape architecture, environmental planning, and heritage consulting services from leased offices in Nottingham and London and remote home working locations in England and Wales.

We are committed to providing the necessary arrangements and resources for the Health, Safety and Well-being of all our employees at work, and the Health & Safety of other people who may be affected by our activities, as required under:

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Construction (Design & Management) Regulations 2015

To achieve this, we will:

- Provide adequate control of Health & Safety risks arising from our activities, including driving.
- Consult with our employees on matters affecting their Health & Safety
- Maintain safe and healthy working conditions.
- Provide and maintain safe plants, and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction, and supervision for employees.
- Ensure all employees are competent in doing their tasks and to give them adequate training.
- Prevent accidents and cases of work-related ill health.
- Review and revise our Health & Safety policy as necessary at regular intervals.

The responsibilities for safety matters and general arrangements set out in the CBA Health & Safety Policy form the basis of the company's Health & Safety Management System.

It is the responsibility of every employee to be aware of, and to comply with, their individual and collective responsibilities as defined in the Health & Safety policy.

The Health & Safety Policy is communicated to new employees as part of induction training and updates to the policy are communicated to all employees as and when required.

We are committed to the continual improvement of our systems and performance with regards to the Health, Safety and Well-being of our employees.

A handwritten signature in black ink, appearing to read 'D. Watkins', written in a cursive style.

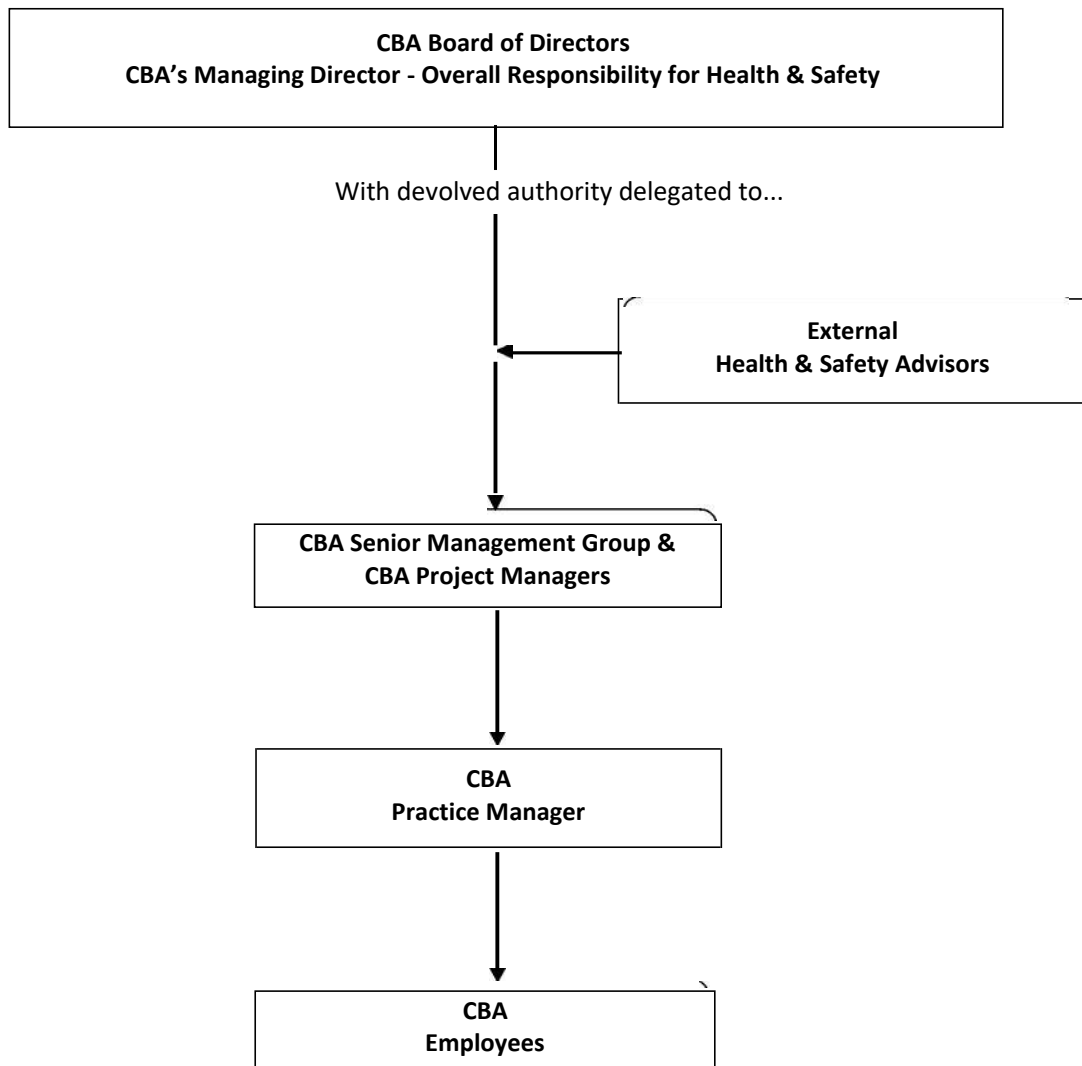
Dominic Watkins, CBA Managing Director
14th June 2023

Reviewed by Peter Watson, Watson & Watson Health & Safety Consultant: 14.06.2023

Next Review Date: 14.06.2024.

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1. Responsibilities



Under Section 7 of the Health & Safety at Work Act, all CBA employees have a duty to take reasonable care of their own Health & Safety as well as for any other persons who may be affected by their acts at work.

Any employee found to be authorizing or condoning any breach of the Health & Safety policy or safe working practices will be subject to action under the company's disciplinary procedure which could lead to dismissal.

Overall Responsibility

Overall responsibility for Health & Safety lies with CBA's Managing Director on behalf of the Board of Directors. This includes making the necessary appointments and allocating adequate resources to ensure compliance with Health & Safety legislation and fulfil the requirements of this policy. Under Section 3 of the Health & Safety at Work Act, CBA recognises its responsibility to conduct its operations in a way that ensures, so far as is reasonably practicable, that individuals are not exposed to Health & Safety risks.

To meet the requirements of the Management of Health & Safety at Work Regulations 1999, the company retains the services of competent external Health & Safety Advisors www.watsonandwatsonsafety.co.uk to advise on the suitability of the arrangements set out in this policy with regards to compliance with statutory requirements.

This Health & Safety policy is reviewed annually and submitted to the Board for approval.

Responsibility for implementing the Health & Safety Policy for CBA employees working within CBA offices or off-site (including sites and using vehicles) is devolved to the CBA Senior Management Group and CBA Project Managers to whom employees report, the CBA Practice Manager, and all CBA employees.

The CBA Senior Management Group is responsible for ensuring that suitable and sufficient Project Risk Assessments are undertaken and checked by a competent person. CBA's Managing Director may also arrange for a competent assessor to undertake extra risk assessments relating to specific activities where an employee is inexperienced or has a medical condition, for example.

CBA Project Managers are responsible for operating the Health & Safety policy within any workplace and will ensure that all employees act in accordance with the policy. This responsibility extends to ensuring that safe conditions are provided for any contractors working at CBA offices.

CBA's Managing Director will:

- Oversee the effective implementation of the Health & Safety policy through delegated authority devolved to competent persons as appropriate.
- Ensure that a competent external Health & Safety Advisor is appointed.
- Ensure any necessary Health & Safety training for employees is provided.
- Ensure audits of the Health & Safety Management System are undertaken.
- Investigate accidents of any employees or other people who may be affected by our activities and arrange for corrective actions to be put in place as appropriate.
- Report major or reportable accidents to the Health & Safety Executive under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013) and ensure records are kept.
- Ensure Health, Safety and Wellbeing is on the agenda of appropriate meetings.

The External Health & Safety Advisors will:

- Provide advice on the annual review of the CBA Health & Safety Policy
- Provide a telephone help line for day-to-day health and safety related issues.
- Provide advisory guidance by email relating to health and safety questions and queries.
- Provide advice and updates on changes to Health & Safety Legislation

CBA Senior Management Group & CBA Project Managers will:

- Read and understand the CBA Health & Safety Policy and accept responsibility for implementing it.
- Assess Health & Safety risks to employees and others who may be affected by our operations.
- Set a personal example in demonstrating a concern for Health & Safety matters.
- Ensure that employees carry out work safely and in accordance with any safety instructions.
- Ensure that employees adhere to personal safety and lone working procedures noted on Project Risk Assessments with regards to site work
- Report any defects in premises, plant, and equipment that they notice.

CBA Practice Manager will:

- Act as the principal Health & Safety Contact for all employees and report any issues and actions to the CBA Senior Management Group monthly.
- Ensure First Aiders/Appointed First Aid at Work personnel are in place as required and that their first aid skills and training are kept up to date.
- Ensure the provision and maintenance of First Aid facilities as required.
- Assist in keeping first aid records.
- Liaise with landlords/their managing agents as necessary regarding Fire Risk Assessment, Fire Precautions, Fire Drills, Fire Fighting Equipment and Evacuations at our offices.
- Undertake office housekeeping checks on at least a monthly basis and review Office Risk Assessments on at least an annual basis.
- Keep a record of Display Screen Equipment (DSE) Assessments carried out for all workspaces, review findings and record and monitor any actions taken.
- Check and record driving licenses for employees who drive hire vehicles, and driving licenses, personal car insurances and MOT certificates for employees who drive their own vehicles on company business.
- Undertake audits of the company's Health & Safety Management System
- Have the authority to make a decision on whether or not to evacuate an office if an emergency or dangerous/harmful situation arises.
- Liaise with the local council's environmental health department, the Health & Safety Executive (HSE) and similar bodies as and when necessary.

All CBA Employees will:

- Be responsible for their own Health & Safety and that of others who they may affect at work.
- Read and understand the CBA Health & Safety Policy
- Report immediately to the CBA Practice Manager or a member of the CBA Senior Management Group any unsafe conditions or defects in the premises or equipment, and/or any unsafe acts or systems, that they notice.
- Seek safety information and advice from a CBA Project Manager, the CBA Practice Manager or a member of the CBA Senior Management Group if uncertain of any process or procedure.
- Co-operate with CBA Senior Management Group, CBA Project Managers or the CBA Practice Manager to enable them to implement the Health & Safety policy.
- Inform the CBA Practice Manager if they become aware of any change in their personal circumstances which could result in an increased risk of injury/ill-health from work activities (such as medical conditions, permanent/temporary disability, taking medication or pregnancy)
- Adhere to instructions to evacuate the office in an emergency.

2. General Arrangements

Risk Assessment of Work Activities

As required by the Management of Health & Safety at Work Regulations 1999, CBA will:

- Identify hazards that could cause accidents in the workplace.
- Evaluate and measure the level of risk associated with the hazards.
- Remove altogether, reduce or control risks to an acceptable level.
- Educate all those who are exposed to the risks.
- Have an active programme of implementation.
- Continuously monitor and review performance

Risk Assessments will be undertaken where work-related activities under the control of CBA have the potential to create a hazard that could harm the Health, Safety or Welfare of employees, clients, contractors, members of the public or others. Risk Assessments must consider the workplace conditions and the experience, training and fitness of the persons undertaking the work-related activities in identifying hazards. Risks shall be assessed using the matrices below:

		Hazard Severity		
		Low (slightly harmful)	Medium (harmful)	High (extremely harmful)
Hazard Probability	Low (highly unlikely)	Trivial Risk – Low	Tolerable Risk – Low	Moderate Risk – Medium
	Medium (unlikely)	Tolerable ¹ Risk – Low	Moderate Risk – Medium	Substantial Risk – High
	High (likely)	Moderate Risk – Medium	Substantial Risk – High	Intolerable Risk – High

Risk Assessment	Risk Level	Control Actions
Low Risk	Trivial/ Tolerable ²	Trivial risks – no control measures required Tolerable risks – no additional control measures required; monitoring required to ensure controls are maintained
Medium Risk	Moderate	Reduce the risk as far as reasonably practicable through appropriate control measures; monitoring required to ensure controls are maintained
High Risk	Substantial/ Intolerable	Work should not be started or continued until the risk has been reduced

Site Visits

Risk Assessments for Site Visits must be undertaken using the standard CBA Risk Assessment for Site Visits form, and updated as and when any additional hazards are identified.

¹ Tolerable means that the risk has been reduced to the lowest level that is reasonably practicable through effective control measures.

² As above

The Risk Assessment should be completed by the Employee undertaking the activity taking into account the CBA Generic Risk Assessments for Site Visits and for Driving on Company Business and checked by the CBA Project Manager (or another competent person) prior to the activity being undertaken.

Working Overseas

Risk Assessments for Working Overseas must be undertaken using the standard CBA Risk Assessment for Site Visits form, and updated as and when any additional hazards are identified.

The Risk Assessment should consider the latest foreign travel advice for the relevant country issued by the Foreign, Commonwealth & Development Office.

The Risk Assessment should be completed by the Employee undertaking the activity taking into account the CBA Generic Risk Assessment for Working Overseas and for Driving on Company Business and checked by the CBA Project Manager (or another competent person) prior to the activity being undertaken.

Office Working

Office Risk Assessments are prepared by the CBA Practice Manager and reviewed on at least on an annual basis, and updated as and when any additional hazards are identified.

Coronavirus

CBA will monitor and adhere to Government guidance as it is released and the HSE's Advice.

The latest Government guidance advises that although legal restrictions have been lifted and many people have been vaccinated, it is still possible to catch and spread COVID-19, even if you are fully vaccinated. COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others.

The HSE's Advice will be referenced by visiting <https://www.hse.gov.uk/coronavirus/>, and the advice given will be applied as applicable to our places of work.

As required and in accordance with the above guidance, a COVID-19 Office Risk Assessment will be undertaken and reviewed by the CBA Practice Manager to Identify appropriate safety measures for ensuring that CBA's Nottingham & London offices are COVID-secure for Hybrid Workers and Visitors (including Home Workers).

Accidents

First aid and accidents:

- A First Aid Box and accident book is located in each office.
- Notices are posted on noticeboards informing employees where the First Aid box is and who the appointed persons are.
- Trained First Aid personnel are responsible for First Aid boxes.

All accidents or injuries, no matter how trivial, must be reported to the CBA Practice Manager or a member of the CBA Senior Management Group and entered into the accident book.

Where appropriate, the CBA Practice Manager will prepare an accident investigation report and follow up any recommended actions. The CBA Senior Management Group will review all accidents as part of their meeting agenda and may recommend any further appropriate action to avoid reoccurrence.

Should any injury require treatment further than first aid, the employee must be taken to the Accident & Emergency Department at the nearest appropriate hospital either by a member of staff or by Ambulance. All accidents shall be reported in the first instance to the CBA Practice Manager or a member of the CBA Senior Management Group.

Accidents are categorised as follows:

- **Near Miss Accidents or Occurrences** is an unplanned event that did not result in injury, illness or damage but had the potential to do so.
- **Minor Injury Accident** where a minor injury has occurred not requiring any medical treatment and incurring no lost working time. The injured person only requires minor first aid treatment, if any, and returns to work.
- **Medical Treatment Accident** where a minor injury has occurred requiring medical treatment by a GP or at the hospital/other medical establishment where the injured person is able to return to work after treatment.
- **Over 3 Days Incapacitation** where the injured person is off work for more than 3 days', not including the day of the accident but including weekends, but the incident is not reportable.
- **Major or Reportable Accidents** resulting in a specified major injury or accidents resulting in death (which shall be reported by our CBA's Managing Director in accordance with the specific timescales under the Regulations)

The CBA Practice Manager must be notified as soon as possible after the incident so that they can complete an Accident Book Record, record it on the Accident Log and complete an Accident Investigation Report where necessary.

The CBA Practice Manager will liaise with CBA's Managing Director and our external Health & Safety Advisor regarding any major or reportable accident or incident requiring further medical or emergency services assistance. This will ensure that not only the legal requirements (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013) are complied with but that all possible measures are taken to prevent a recurrence or similar type of accident taking place.

Work-related accidents involving members of the public must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment of the injury. This could be visitors to CBA offices, clients, sub-consultants or contractors, or members of the public injured as a result of any actions carried out by employees whilst carrying out CBA work activities.

There is no requirement to establish what hospital treatment was provided and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. In all instances, the CBA Practice Manager must be notified as soon as possible after the incident.

When recording or reporting an accident, the following information is required to be kept:

- Date and time the injury or incident occurred.
- Name and nature of the injured person (employees and non-employees)
- Occupation of the injured employee or status of the non-employee
- Place where the incident occurred and brief details of what happened.
- Date the incident was first reported and the way it was reported.

The information required to be kept in the case of occupational diseases is:

- Date of diagnosis
- Name and occupation of affected person
- Name or nature of the disease
- Date on which the disease was first reported and the way it was reported.

All the above accidents and/or dangerous occurrences shall be investigated by the CBA Practice Manager to determine the cause and to take immediate action to prevent a similar accident or dangerous occurrence taking place where possible. Where this action cannot be carried out immediately, a recommendation shall be made to CBA's Managing Director.

Fire Safety

In the event of discovering a fire at an office, the individual shall sound the fire alarm and then call the fire brigade by dialling 999 or 112. On hearing the fire alarm, individuals shall:

- Leave the building by the nearest fire exit.
- Not stop collecting personal belongings.
- Go to the designated Fire Assembly Point

Do not enter the building again until advised that it is safe to do so.

Fire doors provided to prevent the spread of heat and smoke shall be kept shut when not in use and not be propped open or have their self-closing devices removed. Corridors and stairways must be always kept clear of storage and waste materials.

Bombs & Suspicious Packages

On receipt of a notification, telephone call or other message alerting the company of a potential bomb or suspicious package on the premises, you shall immediately:

- Notify a senior member of staff and the Police with details of the message received.
- Evacuate the premises, if safe to do so, by shouting "FIRE, FIRE, FIRE" to alert employees to leave the building immediately and assemble outside for a roll call

Do not operate the fire alarm system or electrical switches as this could trigger the operation of suspicious devices. Await further instructions from the emergency services - do not enter the building again until advised that it is safe to do so.

Terrorist & Firearms Attack

In the event of a terrorist or firearms attack, you must evacuate the area and follow this advice from the Police:

- Run to a place of safety – this is a far better option than to surrender or negotiate.
- If there is nowhere to go then hide - it's better to hide than to confront (remember to turn your phone to silent/turn off vibrate and barricade yourself in if you can)
- Then finally and only when it is safe to do so tell the police by calling 999 or 112

You should then try and contact a senior member of staff to advise you are safe.

Driving

CBA is committed to reducing the Health & Safety risks which our employees face and create when driving as part of their work, including short and long distances and those staff who drive occasionally on company business. To achieve this, we will:

- Encourage employees to use public transport as an alternative to driving whenever possible.
- Operate a pre-approval process and on-going approval process to ensure private vehicles used on company business are suitable and safe.
- Plan work to ensure measures are in place to allow appropriate time for journeys, taking into account staff level of experience, workload and current fitness to drive.
- Provide information to ensure staff are aware of their individual responsibilities for safe driving.

Employees who drive for work must:

- Always consider whether the use of public transport is a suitable alternative to driving.
- Always drive within road traffic laws, safely and responsibly
- Co-operate with the company's pre-approval and on-going approval process when using a private vehicle on company business.
- Make the CBA Practice Manager aware of any issues affecting their fitness to drive either temporarily or long term.
- Notify the CBA Practice Manager of any and all driving accidents, cautions, summons or convictions for driving offences (including speeding)

Any employee required to drive for work purposes must check with the CBA Practice Manager in the first instance so that their documentation can be checked, and authorisation given. Advising employees of this will form part of the induction process. The CBA Practice Manager is responsible for checking driving licenses via the DVLA online portal.

If driving their own vehicle, employees will be asked to provide evidence of both appropriate vehicle insurance cover and a MOT certificate to the CBA Practice Manager prior to use. The CBA Practice Manager will remind all employees driving their own vehicle at least annually of the requirement to provide current documentation prior to driving for work purposes.

Employees authorised to use their own vehicle for CBA business are responsible for their own vehicles and must ensure that vehicles are roadworthy and insured for business use.

Where use of a hire vehicle is authorised by a CBA Director, CBA will use only reputable hire car companies so that it is mandatory to include vehicle insurance cover with each hire. All cars must be thoroughly checked by the driver at collection and prior to returning with any defects in hire vehicles being reported to the CBA Practice Manager who will organise a replacement vehicle.

Employees authorised to drive vehicles for work purposes are required to operate in accordance with any project risk assessment in place.

CBA aims to protect all employees who drive on behalf of the company from driving fatigue. No employee must drive their vehicle on company business for more than three hours without a break of at least fifteen minutes. Employees must also not drive their vehicle for longer than eight hours in any twenty-four-hour period. These limits are absolute maximums.

It is an offence to use a mobile phone when driving. Drivers are therefore prohibited from using mobile phones whilst driving, including where a 'hands free' device is used, unless parked with the

vehicle engine switched off. If it is essential that employees are contactable whilst driving, calls should be left to go to voicemail and regular stops made to pick up messages.

Construction Design & Management

All employees involved in the design and construction of projects are required to be conversant with the requirements of the Construction (Design and Management) Regulations 2015.

If appointed by the client to undertake the role of Principal Designer, we will take control of the pre-construction phase of the project and will:

- Plan, manage, monitor and co-ordinate Health & Safety - in doing so we will take account of relevant information (such as an existing Health & Safety file) that might affect design work carried out both before and after the construction phase has started.
- Help and advise the client in bringing together pre-construction information and provide the information to designers and contractors that they need to carry out their duties.
- Work with other designers to eliminate foreseeable Health & Safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- Ensure that everyone involved in the pre-construction phase communicates and co-operates, coordinating their work wherever required.
- Liaise with the principal contractor, keeping them informed of any Health & Safety risks that need to be controlled during the construction phase.

If appointed by the client to undertake the role of Designer, we will:

- Make sure the client is aware of their duties under the Regulations before starting design work.
- When preparing or modifying designs:
 - take account of any pre-construction information provided by the client/principal designer
 - eliminate foreseeable Health & Safety risks to anyone affected by the works where possible
 - take steps to reduce or control any risks that cannot be eliminated
- Provide design information to:
 - the principal designer for inclusion in the pre-construction information/Health & Safety file
 - the client and principal contractor (or the contractor for single contractor projects) to help them comply with their duties such as ensuring a construction phase plan is prepared
- Communicate, co-operate and co-ordinate with:
 - any other designers (including the principal designer) so that all designs are compatible and ensure Health & Safety both during the project and beyond
 - all contractors (including the principal contractor), to take account of their knowledge and experience of building designs

Visits to sites prior to commencement of projects for inspection or photographic purposes will require a Risk Assessment to be undertaken in advance.

Construction Site Safety

The following instructions must be adhered to by all employees attending construction sites:

- Wear suitable personal protective equipment as directed at all times.
- Do not enter any construction site unless authorised to do so
- Ensure that you fully understand the Risk Assessment and Method Statements applicable to the tasks you are to perform – you must consult the CBA Project Manager where there is any doubt or misunderstanding.
- Ensure that you are familiar with the emergency arrangements for the site (i.e. dealing with injuries and outbreaks of fire)

- Prohibited drugs or alcohol are prohibited from construction sites, and anyone found in possession or under the influence of drugs or alcohol will be immediately removed from site and subject to disciplinary action which could result in dismissal.
- Always obey any instructions given by the client or CBA Project Manager
- Only access scaffolding if authorised to do so by the site manager or scaffolding manager.
- All injuries must be treated and recorded in the Site Accident Book and CBA's Accident Book

Personal Protective Equipment

With regards to the Personal Protective Equipment at Work Regulations 2002, CBA will ensure that all employees use suitable PPE while they are at work.

All employees shall be issued with and be required to wear the necessary safety/protective equipment at all times to allow them to perform their tasks in a safe manner. Such items may include hard hat, Hi-Viz vest and protective footwear and, if appropriate, facemask, eye and ear protection and/or safety harness when working at height. PPE requirements for a project will be identified by a Risk Assessment for Site Visits.

Lone Working

Employees will be made aware during induction training of the risks associated with lone working.

Lone working out of the office environment will only be tolerated under controlled conditions informed by a Risk Assessment, which will need to be authorised by a CBA Director. Employees who are about to enter a lone working situation should familiarise themselves with the proposed area of operation and must inform the CBA Practice Manager (or other nominated senior member of staff) of their intended location and approximate time of arrival and return.

Employees working alone in a CBA office should keep the door locked if they feel unsafe.

Workplace Health, Safety & Welfare

CBA will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 by ensuring:

- Workplaces, equipment, devices, and systems are maintained in an efficient state.
- Provision of sufficient quantity of fresh air and ventilation
- The temperature will be maintained to at least 16°C
- Suitable and sufficient lighting, including emergency lighting, will be provided.
- Workplaces will be kept sufficiently clean.
- Waste materials will be stored in designated areas.
- Each person shall have sufficient floor area, height and unoccupied space.
- Workstations will be arranged to suit both the person and the work.
- Floors will be kept free from obstruction and substances that could cause slips, trips and falls.
- A risk assessment is carried out where the risk to any employee could result in a fall.
- Windows are able to be opened and closed without risk to the employee.
- The cleaning of windows can be carried out from the inside where possible.
- Access to a suitable number of conveniences that are adequately ventilated, lit and kept clean.
- A suitable supply of clean hot/warm or cold water, soap, towels and drinking water.
- Suitable changing facilities have been provided where necessary.

Good practice office housekeeping will be undertaken, including:

- Cleaning of all CBA offices on a regular basis
- Provision of suitable containers for waste disposal
- Materials/objects should not be piled and stored above a safe height.
- Heavy objects should not be lifted or maneuvered without assistance.
- Suitable signs will be used to mark exits, escapes, and safe passages, which will be kept clear.
- Meeting spaces/common facilities should be cleared of waste and refreshments after use.
- CBA will operate a smoke/vape free policy in the workplace.

All employees shall co-operate with the CBA Practice Manager in:

- Keeping all offices in good order including allocated workspaces
- Ensuring that all waste disposal/recycling is carried out in a safe and orderly manner.
- Ensuring that all doorways, passageways and walking areas are kept free of obstructions in order to ensure safe access and egress.

Contractors

Contractors undertaking work within CBA offices will be vetted for competency prior to appointment to ensure that they have suitable Health & Safety arrangements in place. Where necessary, contractors employed by CBA will be required to provide risk assessments/method statements to ensure safe systems of work are in place.

Sub-Consultants

All sub-consultants appointed to carry out work by CBA are required to be pre-approved for use by a CBA Director. They are asked to provide evidence of their technical competence and the suitability of their organisation, including Health & Safety policy or certification. Once approved, they are required to complete a Sub-Consultants Agreement specific to each project. The Sub-Consultant may be required to provide a risk assessment/method statement prior to commencing any work.

Young Persons

CBA shall endeavour to ensure that all employees, contractors, and sub-consultants remain diligent as to the safety of Young Persons (anyone under the age of 18) who may be employed at or enter the vicinity of works. A Young Person Risk Assessment must be completed to assess any risks and ensure that suitable control measures are implemented as far as reasonably practicable.

New or Expectant Mothers

Once notified in writing by the employee to the CBA Practice Manager, suitable risk assessments on the activities performed by a new or expectant mother will be carried out to ensure there is no risk to her or her unborn child. The risk assessment shall be reviewed on a regular basis throughout the pregnancy to ensure suitable control measures are in place.

Manual Handling

All practicable means of avoiding the need for manual handling of loads must be taken wherever possible. Where unavoidable, a Manual Handling Risk Assessment must be undertaken to ensure the task is carried out as safely as possible.

Working at Height

All practicable means of avoiding the need to work at height must be taken wherever possible. Where unavoidable, a Working at Height Risk Assessment must be undertaken to ensure the task is carried out as safely as possible. The use of ladders should only be for low-risk, short duration tasks of 30 minutes or less and in situations where they can be used safely (e.g. where the ladder will be level and stable).

If a ladder is the only option for the task, then it must be suitable and in a safe condition. If there are any defects, or you are unsure, do not use the ladder and notify the CBA Practice Manager.

Work Equipment

With respect to computers, photocopiers, paper shredders and paper guillotines, in accordance with the Provision & Use of Work Equipment Regulations 1998 it is the responsibility of all employees to:

- Ensure that any equipment used is in good working safe order.
- Report any defective equipment to the CBA Practice Manager
- Ask for training if not sure how to use any equipment.
- Properly and safely store equipment when not in use.
- Not to use any piece of equipment for any purpose other than its intended purpose
- Switch off non-essential appliances and remove their wall socket plug wherever practicable.
- Not to operate paper guillotines without their guards

Electrical Equipment

Portable equipment will be subject to Portable Appliance Testing at regular intervals by a suitably experienced, qualified, and experienced electrician or a vetted electrical contractor arranged by the CBA Practice Manager.

All employees are expected to carry out visual inspections of any electrical equipment prior to use. If you see any loose connections, exposed wiring, defective cable sheathing or have any reason to suspect equipment or any circuit may not be safe, do not use the equipment concerned and report it immediately to the CBA Practice Manager.

Display Screen Equipment

CBA will carry out assessments of all Display Screen Equipment (DSE) under our control to comply with the Display Screen Equipment Regulations 1992. Employees will be made aware of the result of the DSE Assessment and if designated as a 'user' they will be made aware of their entitlements.

Working from Home

Where working from home has been agreed as an employee's normal place of work, the CBA Practice Manager will discuss arrangements for ensuring that the homework space is in line with safe working best practice principles as far as is reasonably practicable.

Workstations used at home on an agreed regular basis for CBA business must be assessed whether or not the workstation is provided in whole or in part by the company. An initial DSE Assessment should be carried out by the user themselves and forwarded to the CBA Practice Manager for review. Where concerns have been raised, a more detailed DSE Assessment will be undertaken by the CBA Practice Manager as required.

Working Time Regulations

CBA will ensure compliance with the Working Time Regulations 2003 and will consult its employees in all matters where it is deemed to be necessary. Both parties will confirm any special arrangements, which may be agreed with individual employees in writing from time to time.

Control of Substances Hazardous to Health

To comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) as amended, an assessment has been carried out to identify all cleaning substances in use by the company and where necessary all Technical Data sheets have been obtained from the product manufacturer or supplier. The findings of the assessments are recorded on the COSHH Register held by the CBA Practice Manager. All cleaning substances must:

- Be kept in original containers or suitable labelled receptacles, unless they have been diluted.
- Disposed of in the correct manner using an approved hazardous waste carrier
- Be used according to manufacturer's instructions.

Toxic substances must not be used within CBA's premises.

Asbestos

To comply with the Control of Asbestos at Work Regulations 2012, building owners should ensure that an Asbestos Register is prepared for all their properties and that this is reviewed and updated as alterations occur.

The Asbestos Register must be requested from the landlord/their managing agent for any works by contractors to our offices that may be liable to disturb asbestos containing material.

Before working within client's properties, or on sites, the Asbestos Register must be requested from the client. Where work is to take place in close proximity to, or on, asbestos containing material, an assessment of the work must be carried out setting out the steps to prevent exposure or reduce it to its lowest level. Employees going onto sites should ask whether there has been a check for asbestos where they are working. If you are uncertain, stop work and seek advice from your supervisor.

Violence at Work

CBA's employees directly deal with the public and may face aggressive or violent behaviour in their day-to-day work in the form of:

- Verbal abuse, such as shouting, threats and insults.
- Racial or sexual harassment or discrimination
- Physical attacks or bullying

CBA has zero tolerance of violence and abuse towards our employees at work and will seek to protect our employees so far as is reasonably practicable from this possibility. If you encounter such behaviour in the workplace, remove yourself from the situation if safe to do so and notify the CBA Project Manager, the CBA Practice Manager, or a CBA Director.

Harassment in the Workplace

CBA is an equal opportunities employer and part of ensuring we meet our requirements under the Equal Opportunities Acts and Health & Safety at Work Act 1974 is to ensure that all employees have equal respect for one another and accept that behaviour they may find acceptable may not be regarded as so by others.

CBA is committed to the principles of fairness and dignity at work and regards any form of racial discrimination, sexual harassment, bullying or harassing a fellow colleague as unacceptable behaviour and a clear breach of that commitment. Anything that infringes on this may be regarded as being misconduct and therefore a potentially dismissible offence.

Stress at Work

CBA aims to provide a working environment where the presence or effects of work-related stress for our employees can be reduced as far as possible. Individuals will be supported in managing their physical and mental health and well-being through direction to sources of appropriate guidance and advice from relevant specialists.

Environmental Management

Details of the company's commitment to minimising the environmental impacts of the business are set out in the CBA Environmental Policy.

Auditing

An internal audit of CBA's Health & Safety Management System is carried out on a regular basis by the CBA Practice Manager with the assistance of the CBA Senior Management Group.

An external review of CBA's Health & Safety Policy is carried out on a regular basis by our external Health & Safety Advisor.

3. Communication

Communication of Health & Safety

The CBA Health & Safety Policy is communicated to new employees as part of the induction process and updates to the policy are communicated to all employees by email as and when required.

The current version of the Health & Safety Policy is available for all employees to read on request, and external parties can request access to the policy, or parts thereof, as appropriate. The Policy is circulated by e-mail to all employees every year following review.

The CBA Practice Manager acts as the day-to-day Health & Safety Contact that employees can speak to in the first instance regarding the raising of any Health & Safety issues.

Any incidents, issues and actions are discussed at CBA Senior Management Group meetings. Minutes from these meetings are maintained by the CBA Practice Manager.

A reminder of everyone's responsibilities under the Health & Safety Policy are given to all employees by the CBA Practice Manager at regular intervals.

A full review of the Health & Safety Policy is undertaken annually by the CBA Practice Manager and recommendations are presented to the CBA Board of Directors.

Health & Safety Training

Health & Safety-related training or information for employees identified by risk assessments or changes to an employee's role is made available at regular intervals as appropriate.

The CBA Practice Manager maintains a Training Matrix providing a record of training undertaken and a schedule of training actions to be taken for all current employees. The Training Matrix is updated as and when required, and the CBA Practice Manager and CBA Senior Management Group are responsible for ensuring these training actions are put into place.

The CBA Practice Manager will arrange for Health & Safety induction training of new employees.

Health & Safety site working induction is given to all employees who may carry out construction site work along with hazard identification training.

Where required, specialised Health & Safety training in the use of certain materials, skills or equipment will be made available for employees by a suitably qualified person.