

# Health and Safety

This policy applies to all trading divisions within the Stride Treglown Group.

## Policy Statement

It is the Directors policy to provide a safe working environment for staff, clients and public and to carry this through into the design, construction and consultancy services carried out on behalf of our clients.

They will:

- Institute systems to consult with the employees on all matters affecting Health and Safety.
- Provide all information, training and supervision required to enable them to carry out their duties in a safe and efficient manner.
- Ensure that all equipment provided is safe and suitable for the purpose supplied.
- Where possible, prevent accidents and cases of work related ill health.

This policy statement will be reviewed annually or as necessary and revised accordingly.



*P. Wassenaar*

Pierre Wassenaar (Chair)  
3rd January 2023

*D. Wilkins*

Darren Wilkins (Managing Director)  
3rd January 2023



## Health and Safety

### Responsibilities

The Stride Group Chairman has overall executive responsibility for group policy and the board of directors accept their responsibility to provide health and safety leadership and encourage participation of employees in improving Health & Safety within the company.

The designated Health & Safety Director is responsible for ensuring that health and safety risk management issues are properly addressed by the board and within the company.

The nominated safety directors for each office are responsible for ensuring health and safety risks in each office are managed and that board decisions relating to health and safety are enforced.

The nominated office safety manager is responsible for ensuring the policy is put into practice, and will provide feedback to staff and the office safety director on all health and safety issues.

The company safety advisor will provide advice to management and all employees on health and safety issues, and will organise in house health and safety training.

### Employees

All employees are reminded that they have responsibilities to familiarise themselves with the Health and Safety Policy and risk assessments and to comply at all times. The policy and assessments are readily available on the company intranet. In addition, they must report all observed accidents irrespective of whether anyone is injured and ensure the accident is recorded in the accident book.

All employees must adopt work methods to ensure their own safety and that of those around them, and must co-operate with their employer on all health and safety matters.

These are statutory requirements under Section 7 of the Health and Safety at Work Act. Failure to comply with these regulations shall render the employee liable to disciplinary action, and possible criminal proceedings by the Health and Safety Executive.

### Risk Assessments

Generic risk assessments are carried out for the whole company following consultation with staff.

Office specific risk assessments are the responsibility of the relevant Office Safety Director and the Office Safety Manager and are to be completed in consultation with staff. It is the responsibility of the Office Director to ensure any recommended action is implemented. These risk assessments will be reviewed on an annual basis or following changes in legislation, accidents or activity changes.

### Employee participation on Health and Safety matters

Staff will be consulted on all policy changes that affect their Health, Safety, Welfare or work methods. The Office Safety Director will arrange these as required.

There are annual staff meetings where staff are updated on the current Health & Safety and Fire training. Staff are encouraged to discuss any concerns or proposals at this meeting.

Staff are encouraged to report any health and safety concerns, either office or project based, to the relevant Office Safety Manager using the Staff Health & Safety Concern/Incident Form.

### Safe Equipment

All equipment has been supplied with due consideration of the Provision and Use of Work Equipment Regulations 1998 and is safe if used according to manufacturer's instructions.

It is the responsibility of the Office Safety Manager to ensure staff are trained in the use of new equipment.

All maintenance requirements or repairs shall be reported immediately to the Office Safety Manager/Administrator who will arrange for the repairs to be carried out.

This includes faulty wiring, malfunctioning machinery, unstable shelving, loose stair carpet, etc. Staff must not attempt to make repairs themselves as these should only be carried out by suitably qualified contractors or nominated staff.

### COSHH

It is the responsibility of the Office Safety Manager to identify all substances used in the office that require a COSHH Assessment and to arrange a suitable assessment. It is the responsibility of the Office Director to ensure any recommended action is implemented.

### Information, Instruction and Supervision

The Health and Safety Law Poster is prominently displayed in each office. Staff can ask either the Office Safety Manager or the Company Safety Advisor for health and safety advice.

### Young Persons

All young persons and work experience young persons will receive an office induction including an introduction to health and safety on their first day by the Office Safety Manager or Administrator.

They will also be assigned to a mentor who will be responsible for their day-to-day supervision.

All young persons will be reminded that the office is a place of work and that they must act and behave accordingly.



## Health and Safety

### Induction and Safety Training

All new members of staff, including contract staff and work experience students, will receive an induction to the company's Group Health and Safety Policy as well as administrative and quality procedures for their particular tasks. All staff will be informed of any variations or updates via the company email system.

Where necessary, staff will receive additional training according to their specific job requirements, i.e. Site Safety and the Construction (Design and Management) Regulations as identified by their line manager.

Other training requirements are identified at the annual staff appraisal and the records are held and monitored by the Human Resources department.

### First Aid and Accidents

#### Accidents

In the event of any accident or near miss, however trivial, the details must be recorded in the Accident Book. This will include accidents sustained by visitors, contractors or suppliers. The Accident Book is held in the reception of each office, and must be completed as fully as possible. The purpose of the Accident Book is to establish the relevant facts at the time of an incident for accurate reporting and safety feedback.

It will also form the basis of any necessary investigation. The Office Safety Manager, as part of Safety Audit, will check the accident book monthly.

The Office Safety Director is responsible for ensuring the reporting of relevant accidents and / or ill health under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR) 1995.

### First Aid

There is a first aid kit maintained at each office (see individual office risk assessments) and is maintained by the named first-aiders as displayed in each office. The use of first aid kit should be recorded in the Accident Book.

### Health Surveillance

As no processes have been identified as being injurious to health, health surveillance is not deemed necessary.

### Health and Safety Audits

To ensure the maintenance of a safe working environment, a monthly safety audit has been instigated. It is the responsibility of the relevant Office Safety Director in conjunction with the Office Safety Manager to ensure monthly safety audits are completed. The Health and Safety Director will hold the results of these audits.

An annual audit of each office will be carried out by the company Safety Advisor.

The Health and Safety Director will carry out an annual review of health and safety which will record actions taken in the previous twelve months and will identify opportunities for improvement over the next twelve months. The review will be presented to the board for approval and subsequent implementation.

### Emergencies

In the event of an emergency, employees must:

1. If appropriate, raise the alarm to instigate an evacuation.
2. Inform a Director or Office Manager including out of hours contact at home.

### Emergency Procedures

In the event of a life threatening situation being discovered, the fire alarm to be activated and the building evacuated.

The Office Safety Director is responsible for ensuring the fire risk assessment is undertaken.

The fire alarm is tested weekly by the Office Safety Manager using a different call point each time.

A full evacuation is carried out at least once per year.

The results of both tests are recorded in the log book.

Fire extinguishers are supplied and fitted in all offices and maintained annually by an approved company. They are also checked monthly by the Office Safety Manager.

Staff are encouraged to check that fire exits are clear, but are formally checked monthly by the Office Safety Manager.

The results of the above tests and checks are recorded on the monthly safety audit.



## Health and Safety

Revision No	Revision Date	Author	Revision Details	Validating Director	Signature
Draft	February 1993	Tony Bartho	-	Bob Whittington	**
1	April 1993	Tony Bartho	Agreed document	Bob Whittington	**
2	May 1993	Tony Bartho	Including Plymouth office	Bob Whittington	**
3	February 1995	Tony Bartho	Feedback	Bob Whittington	**
3a	March 1995	Alan Tilley	New format, external Safety Adviser - see his report	Bob Whittington	**
4	March 1995	Tony Bartho	Implementation of audit report by Alan Tilley (external Safety Adviser)	Bob Whittington	**
5	April 1995	Alan Park	Review to create stand alone document status	Alan Park	**
6	March 1997	Alan Park	Review and update	Alan Park	**
7	August 2004	Andrew Bawn	Review and update – Complete revision	Kevin McDonald	**
8	March 2006	Andrew Bawn	Review and Update – Staff consultation and feedback	Kevin McDonald	**
9	February 2007	Andrew Bawn	Manchester office added, changes made to responsible persons list.	Kevin McDonald	**
10	May 2007	Andrew Bawn	Mobile phones in cars, Health and Safety induction, CSCS staff categories, annual audit.	Kevin McDonald	**
11	May 2008	Andrew Bawn	Minor changes stress policy and responsible persons list	Kevin McDonald	**
12	January 2009	Andrew Bawn	Complete revision of policy, procedures and risk assessments	Kevin McDonald	**
13	May 2010	Andrew Bawn	Reviewed - No changes	Kevin McDonald	**
14	June 2011	Andrew Bawn	Reviewed, minor changes	Kevin McDonald	**
15	May 2012	Andrew Bawn	Reviewed, No changes	Kevin McDonald	**
16	January 2013	Simon Trew	David Hunter - Chairman	Kevin McDonald	**
17	May 2013	John Wrightson	Reviewed, No changes	Kevin McDonald	**
18	September 2013	John Wrightson	Reviewed following Southampton office start	Kevin McDonald	**
19	March 2014	John Wrightson	Reviewed, No changes	Kevin McDonald	**
20	July 2014	John Wrightson	Reviewed, No changes	Kevin McDonald	**
21	June 2015	John Wrightson	Reviewed, No changes	Kevin McDonald	**
22	July 2016	John Wrightson	Reviewed, No changes	Kevin McDonald	**
23	July 2017	Simon Trew	Reviewed, No changes	Darren Wilkins	**
24	January 2018	Tony Russell	Reviewed, No changes	Darren Wilkins	**
25	January 2019	Tony Russell	Reviewed, No changes	Darren Wilkins	**
26	January 2020	Tony Russell	Reviewed, No changes	Darren Wilkins	**
27	January 2021	Tony Russell	Reviewed, No changes	Darren Wilkins	**
28	January 2022	Tony Russell	Reviewed, No changes	Darren Wilkins	**
29	January 2023	Tony Russell	Reviewed, No changes	Darren Wilkins	**

\*\* Previous issues with validating signatures retained by the QE Manager in accordance with QE procedure WP10.