



HEALTH AND SAFETY POLICY STATEMENT

SANDERSON WATTS ASSOCIATES LIMITED
CENTURY HOUSE
100 CHAPEL LANE
WIGAN
WN3 4HG

COMPANY HEALTH & SAFETY POLICY (STATEMENT OF INTENT)

The board of Sanderson Watts Associates Ltd fully accept their responsibilities under the Health & Safety at Work Act 1974 to their employees; furthermore the Board makes a commitment to ensure the prevention of ill health and injury to all persons that may be affected by activities and to fully comply with legislative and regulatory requirements.

The board is commitment to prevention of injury and ill health and continual improvement in OH&S management and OH&S performance.

This will be achieved by providing and maintaining equipment and ensuring systems of work are, as far as is reasonably practical, safe and without risks to health. In addition making arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage & transport of articles and substances.

The Company will provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health safety and welfare of all employees, by maintaining conditions that are safe and without risks to health safety and welfare at any place of work under our control.

In addition the Company provides a means of access to and egress from any place of work under its control which is as far as is reasonably practicable safe and without risks to health & safety.

Provide and maintain for all employees a working environment that is, as far as is reasonably practicable safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

All necessary resources will be made available to provide and maintain such standards of health safety and welfare.

The Board of Directors accept that health and safety are management responsibilities but they depend on the co-operation of all employees to make the policy successful.

It is the duty of all employees to comply with the safety policy at all times and to accept responsibility and do everything that they can do to prevent injury to themselves, other employees and the public at large.

Directors and management of the company will monitor and regularly review the



operation of this policy. The organisation and arrangements of this policy will be displayed at each office, for inspection by all employees.

The Company maintain documented procedures, risk assessments, method statements and safety data sheets relating to all operational activities and substances in use. This documentation is included in the IMS.

Signed

Name M Harris Managing Director

Date July 2009

Updated on annual
basis

PROCEDURES FOR MANAGING HEALTH AND SAFETY

1.0 RESPONSIBILITIES AND ORGANISATION

(a) The Directors of the company have overall and final responsibility for Health and Safety.

Mr E Webb (Engineering Director) is the competent person and is responsible for overall coordination of the Health and Safety policy, reporting to the board of Directors on all aspects of Health and Safety.

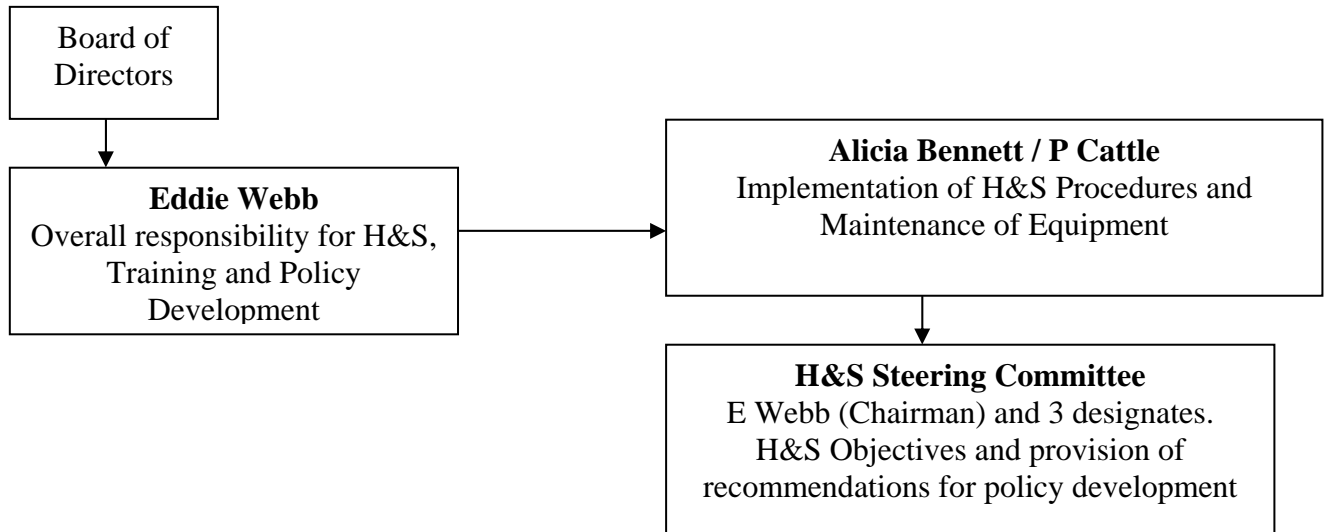
(b) **Mr P Cattle**, (Competent Person) will be responsible to act as deputy.

(c) Competent persons responsible for special areas are as follows:

- Safety Training **Mr M Harris** (Safety Equipment on Sites)
- Safety inspections of premises **Alicia Bennett**
- Maintenance of equipment **Mr P Cattle**
- Nuclear licensed site, radiation exposure and contamination **Mr M Harris**.



SWA Health & Safety Management and Organisation Structures



2.0 GENERAL ARRANGEMENTS

Registration

The company and premises, deemed an office, is registered with the local Environmental Health Department as a work place.

Health and Safety Risk Assessment (Safe system of Working)

A Health and Safety Risk Assessment is prepared to identify potential hazards to employees working both within the office environment, however more importantly working externally i.e. on clients premises involving inspections, surveys etc. to consider means of elimination and/or minimisation of accidents by removing the risk or implementation of simple procedures and systems.

The Health and Safety Risk Assessment (Safe system of Working) pro-forma relating to external working is provided for each project.

The internal risk assessments are subject to an annual review to take account of changes in the environment within the office or new working practices/equipment.

Accident and Emergencies - Reporting

In accordance with the RIDDOR rules (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), the company are required to report serious injuries, diseases and dangerous incidents.



Any accident occurring in the work place, related areas under the Company's control that causes an employee, visitor or member of the public to be injured and/or absent for more than three days shall be reported to the local authority or HSE.

The nominated person responsible for investigating and reporting accidents to official bodies is **Mr E Webb**.

The accident book is located in the administration office under the responsibility of **Miss Alicia Bennett**.

Accidents to any employee must be reported immediately to Miss Bennett for entry into the accident book.

This applies to accidents incurred by employees or Visitors working within the company premises or engaged on official duties, visiting clients or construction sites.

First Aid

The first aid boxes are located in the ground floor kitchen area and upstairs in the Administration office..

Miss Alicia Bennett is the appointed person responsible for first aid box contents and maintenance.

Appointed first-aides

Name

Jackie Siddall

Extension: 202

Alex Joyce

Extension: 302

Permanent Employees

All employees have a responsibility to work in a safe and responsible manner with respect to their personal health and safety as well as their work colleagues. Any employee breaching the companies Health and Safety policy may be subject to disciplinary action.

All employees are required to observe and comply with the following as a minimum:

- Comply with all health and safety legislation and specific company policy, rules and procedures.
- Reporting of faults in relation to appliances and equipment.
- Reporting of all accidents, diseases and incidents that have or could have led to injury, or damage
- Assist in the investigation of accidents, with the object of preventing future accidents
- Co-operate and be pro-active with the employer in maintaining and improving, health



and safety procedures and policy.

- Complete the attendance register on arrival and departure from the premises.
- No employee shall work on the premises alone unless a risk assessment has been carried out. Generally a minimum of two employees' is required to be present on the premises at any time.

Contract and Temporary staff

The conditions of this policy with regard to responsibilities of employer and staff employees shall be taken to apply equally to temporary and contract staff.

Out Station Duty - Refer to Health and Safety Risk Assessment (Safe system of Working)

Employees, when required to work away from the company offices, at other premises or construction sites owned or operated by others, on a temporary or semi-permanent basis are required as a minimum to comply with the following:

- To attend site specific induction courses and comply with all Health and Safety requirements of the site/premises owner or representative.
- To comply with the Health and Safety Risk Assessment (Safe system of Working)
- Wear the required protective clothing including hard hats, boots, overalls, protective suits, safety glasses as appropriate to the particular application as required by the site/premises owner or representative.
- Record in the office diary the location, purpose and anticipated duration of any site visit
- Have due regard to the health and safety requirements of any particular site, reporting initially to the appropriate site authorities, abiding by local regulations, and conforming with the reasonable requests of site management. This is particularly relevant to sites within the Nuclear Industry.
- No trainee shall visit a site or other premises without being accompanied.

Visitors

All visitors shall report to reception and shall sign in the visitor's book in reception on arrival and on departure. Visitors shall be accompanied to conference rooms, Directors office or equipment location as required.



Housekeeping and Premises

Cleanliness	Premises cleaned daily Monday to Friday Kitchen to be kept clean at all times Desktops to be cleared of paperwork each evening.
Waste Disposal	via waste paper bins to outside "wheelies" for collection by approved Waste Contractors
Safe stacking and storage	Conventional bookshelves, plan chests, box files and filing cabinets.
Special access	Access to roof tank room by ladder, for maintenance purposes only.

Electrical Equipment

Mr E Webb is responsible for arrangements with respect to routine inspection by an Electrical Contractor, of all electrical equipment and appliances. All employees shall report faults immediately.

Written records are held in server file no 0017 or in paper copy format in Administration

Machinery and Equipment

Photocopiers, printers, scanners etc. to be used strictly in accordance with manufacturer's instruction manuals obtainable from Miss A Bennett.



GENERAL FIRE SAFETY

Responsibilities:

Aspect	Responsibility	Periodicity
Escape Routes	P Cattle	Weekly
Fire Extinguishers	A Bennett Fire Equipment Services City Road Kitt Green Wigan Tel: 01942 228170	Weekly
Fire Alarm/Emergency Lighting	A Bennett	Weekly
Fire Drills	Paul Cattle	6 Monthly
Fire Certification of Premises	M Harris	12 Monthly

FIRE ACTION

IF YOU DISCOVER A FIRE

SUSPICION OF FIRE.

HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

Sanderson Watts Associates Limited are aware of the requirement under the above regulation to consult with employees on all matters affecting their health and safety at work. This procedure is carried out with elected representative(s) (rather than on an individual basis) and the name(s) of such elected representatives will be posted on the main notice board. Elected representatives will generally have a 2-year term of office.

In the event of a fire or suspicion of a fire the following procedures shall immediately be implemented



- (1) Raise the alarm by **SOUNDING THE FIRE ALARM BELL.**
- (2) Leave the building as quickly as possible by the nearest available exit - **DO NOT** stop to collect personal belongings and **DO NOT** re-enter building.

Receptionist to collect attendance log.

- (3) Report to assembly **POINT REAR CAR PARK.**

Receptionist to check register of personnel and ascertain that all personnel are out of the building.

- (4) **PERSON DISCOVERING THE FIRE** will ring the Fire Brigade:

- (a) Dial 999
- (b) Give Operator your Telephone Number and ask for **FIRE SERVICE**
- (c) When the Fire Service replies clearly state the company address:

**CENTURY HOUSE
100, CHAPEL LANE
WIGAN**

**DO NOT REPLACE THE RECEIVER UNLESS ADDRESS HAS BEEN
REPEATED BY THE FIRE BRIGADE.**



Hazardous Substances (COSHH Regulations)

A COSHH Assessment has been undertaken to consider the risks from hazardous substances within the office environment.

In general there is a low risk of accidents or fire from the substances utilised within the premises, however substances such as photocopier toner, adhesives and cleaning solvents can be hazardous and must be appropriately labelled and stored.

Smoking Policy

The company operates a no-smoking policy. Employees wishing to smoke should do so during meal or coffee breaks, in allocated areas.

Drugs and Alcohol

The company has a zero tolerance policy towards any employee being intoxicated or under the influence of illicit drugs. The company reserves the right for employees to undertake drug and or alcohol test where in the opinion of the Directors the employee may be unfit for work or where the employee's attitude or behaviour is particularly uncharacteristic.

Failure to comply with a request to undertake a drug and or alcohol test will be regarded as gross misconduct and subject to the company's disciplinary procedures.



APPENDIX A

Health and Safety Risk Assessment (Safe system of Working)