

HELICAL

Helical plc Corporate Health & Safety Policy

March 2024

This document has been developed to meet the Company's moral, legal and economic duties and responsibilities whether statutory and or regulatory. The requirements herein are binding upon all of the business units, all staff, retained consultants and visitors within Helical plc.

Further, it is the responsibility of Senior Management to ensure that all of the relevant sections or sub-sections of this document relating to their area of responsibility are communicated, implemented and monitored.

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1.0 Introduction

Health & Safety is a fundamental consideration for all parties involved with the design and construction of project.

It should be part of everyday working both with activities inside the office and on every project.

There is both a legal and professional responsibility to ensure the understanding and application of health and safety principles at all times.

This Health & Safety policy sets out the standards and principles for Helical plc.

It is important that all staff familiarise themselves with the contents and ensure that they refer to them when appropriate.

If staff are in any doubt over the application or requirements at any time they must ensure that issues are discussed with their line manager or a senior member of staff.

Staff should:-

1. Ensure they understand the contents of this document and when it applies to them.
2. Look out for their own safety first and ensure they do not put themselves at risk.
3. Ensure that they understand what is required of them for the compliance with the company's policies.

Day-to-day responsibility for ensuring our H&S Policy is put into practice for the Hanover Square offices is delegated to the Company Secretary and the Operations Manager.

The Company's appointed First Aiders are:-

- Lois Robertson – Operations Manager - Extension 201
- Eleanor Gavin – Deputy Company Secretary – Extension 191
- Katie Moran – Senior Personal Assistant
- Extension 244
- Iveta Kosorinova
- Extension 165

The appointed Company's Fire Wardens are:-

- Lois Robertson (201)
- Lesley Dodd (140)
- Laura Beaumont (161)

Corporate Health & Safety Policy Statement

At Helical plc we recognise and accept our responsibility to provide a safe and healthy working environment for all its employees, tenants, contractors and visitors who use its premises in order to prevent injury and ill health, in accordance with the Health & Safety at Work etc. Act 1974 and its associated Regulations. The same applies to the communities who benefit from our projects.

We recognise the need to focus on continual improvement of our Occupational Health & Safety management and performance.

Our aim is to encourage a positive health and safety culture.

To ensure this is achieved, occupational health and safety is actively promoted throughout the organisation through the provision of information, training, instruction and supervision.

Helical plc operates a 'no blame' culture whereby employees are openly encouraged to report hazards, including near misses, without fear of reprisal to ensure that the root causes of accidents are identified thus enabling measures to be put in place to eliminate recurrence.

Emphasis is placed on effective management ensuring a systematic approach to the identification of risks and the allocation of financial and physical resources to control them. In order to deliver these responsibilities Helical plc undertakes to:-

- Maintain a safe and healthy place of work with safe access and egress;
- Provide adequate welfare facilities;
- Ensure that risk assessments are carried out on an on-going basis with employees participating in the risk assessment process. Assessments will cover Helical's undertakings and will assist in the identification of hazards and the setting of prioritised objectives for elimination and reduction of risk;
- Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and to contribute positively to the health and safety of themselves and others whilst at work;
- Consult with employees on issues relating to Occupational Health & Safety;
- Ensure access to competent health and safety advice;
- Provide plant, equipment and systems of work which are safe and without risks to health;
- Ensure safe arrangements for the use, handling, storage and transport of articles and substances;

- Ensure compliance with all relevant safety legislation, regulations, codes of practice and other requirements associated with UK and overseas operations;
- Arrange for the effective planning, organisation, control, monitoring and review of preventative and protective measures; and
- Commit to reporting Occupational Health & Safety performance within its annual report.

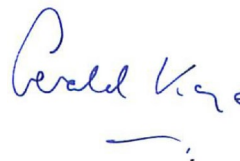
The Chief Executive takes overall responsibility for Health and Safety including the formulation, development and implementation of the Health & Safety policy within Helical plc.

We require the co-operation and support of all managers, employees, tenants, contractors and visitors in its implementation.

The Chief Executive will ensure that this Policy is reviewed periodically, at least every year, to ensure that it remains relevant and appropriate to the organisation.

This Policy will be communicated to all persons working under the control of the organisation and will be made available to interested parties on request.

Signed



Gerald Kaye
Chief Executive
 28 March 2024

1.1 Receipt of Health & Safety Policy etc.

I confirm that I have received and understand this health and safety policy and agree to take reasonable care of my own health and safety, and to carry out my individual obligations as declared in this policy and any subsequent published revisions.

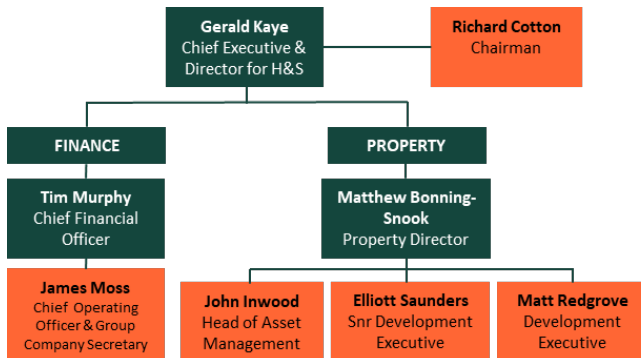
Signed

Staff Member Name

Date

2.0 Organisation & Responsibilities

The Senior Management Team (“SMT”) & Members of the SMT with responsibility for H&S are given in the below diagram.



of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.’

2.1 Introduction

The person with overall responsibility for the Health & Safety Policy for the Company is Helical’s Director for Health & Safety.

The Director for Health & Safety is also responsible for implementation of the Health & Safety Policy.

The Director for Health & Safety is assisted by the Company Secretary and Operations Manager, with internal matters and identified members of staff from the Development and Investment teams on external, project-based matters.

2.1.1 Employers Requirements

Employer’s requirements and obligations are founded under the Health & Safety at Work etc. Act at Sections 2 and 3. Section 2(1) of the Act states *“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.”*

Section 3(1) of the Act states *“It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.”*

Members of staff also have responsibilities to co-operate in meeting statutory duties under the Health and Safety at Work etc. Act and to take reasonable care of their own health and safety and that of any other persons who may be affected by their acts and omissions.

Section 7 of the Act advises that ‘it shall be the duty of every employee while at work:-

1. To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
2. As regards any duty or requirement imposed on his employer or any other person by or under any

2.2 Duties and Responsibilities of the Director for Health & Safety

1. Take overall responsibility for the health and safety of staff when carrying out their work.
2. Ensure that sufficient resources are provided to meet the Company's health and safety needs.
3. Take executive responsibility for implementing and supervising the Company's Health & Safety Policy and its procedures, including risk assessments and COVID 19 arrangements.
4. Ensure all members of the Company co-operate in meeting the aims of the policy.
5. Take appropriate disciplinary action in the event of any breach of or refusal to comply with statutory (or Company's) safety regulations or the Company's Policy.
6. Ensure all staff are given adequate safety training.
7. Ensure sufficient training is provided to all staff to enable them to fulfil their duties in accordance with the Policy.

2.3 Duties and Responsibilities of the Operations Manager & Company Secretary

1. Appoint a Company First-Aider and ensure that the First Aid Box and Accident records are properly maintained.
2. Maintain Accident Records, recording all known accidents and significant occurrences of work related ill health.
3. Investigate any accidents and work related periods of sickness absences.
4. Ensure fire risk assessments are undertaken and implemented and fire escape routes and equipment are regularly checked and tested.
5. Ensure all staff are issued with a copy of the Company's H&S Policy, and any subsequent revisions, and that a signed record copy of the Policy is retained for each member of staff.
6. To ensure there is adequate Staff welfare facilities and that they are in good order.

2.4 Duties and Responsibilities of Line Managers

1. Investigate any accidents and work-related periods of sickness absences.
2. Take appropriate disciplinary action in the event of any breach of or refusal to comply with statutory (or Company's) safety regulations or the Company's Policy.
3. Ensure all members under their management co-operate in meeting the aims of the policy.

2.5 Duties and Responsibilities of All Staff

All members of staff must:-

1. Take care of themselves and others who may be affected by their acts or omissions at work.
2. Report any accident, however minor, to the Operations Manager.
3. Set a personal example to their colleagues and clients in all aspects of health and safety.
4. Ensure they place telephone and electricity cables where they cannot cause a potential hazard.
5. Do not overload socket outlets with adaptors and multiple plugs. Report any loose connections/faults to the Operations Manager.
6. Switch off electrical machines after use or at the end of the day unless otherwise instructed.
7. Report faulty office equipment to the Operations Manager – untrained staff must not attempt repairs.
8. Ensure escape routes (in case of fire), stairways, passageways and space between desks are kept free of obstructions.
9. Report potential hazards (such as fire escape obstructions) to the Operations Manager or their Line Manager.
10. Do not dispose of broken glass or scalpel blades in waste bins. These must be wrapped safely (i.e. blades wrapped in tape) and deposited in the designated bins.
11. Always leave the kitchen/refreshment facilities hygienically clean and tidy.
12. Comply with COVID 19 arrangements as set up by Helical and in line with latest government guidance.

2.6 Duties and Responsibilities of Building Managers for Owned and Managed Properties

Building Managers are responsible for the day-to-day management of health and safety within their areas of operation, and the implementation of the Helical health and safety policy and arrangements to include:

1. Undertaking risk assessments for those operations under the control, supervision of Helical;
2. Put in place suitable controls to address identified health and safety issues;
3. Ensure the competency of contractors and their staff engaged on the premises, sufficient to comply with the Construction (Design & Management) Regulations 2015 Guidance on Regulations;
4. Ensure the competency of contractors and their staff engaged on the premises, sufficient to comply with the Building Safety Act 2022.
5. Induct new staff and visitors on the Helical arrangements for health and safety;
6. Ensure that equipment, plant and facilities provided for health and safety purposes are maintained and are fit for use;
7. With the involvement of their staff, they must ensure that they have effective hazard identification, assessment and control, by the planning, organisation, implementation, monitoring and review of preventive and protective measures necessary to eliminate and control risks;
8. Compliance with the Health & Safety at Work etc. Act 1974; Workplace (Health, Safety & Welfare) Regulations 1992; the Regulatory Reform (Fire Safety) Order 2005; and with this Policy's Fire Precautions Section for areas within their control;
9. Office machinery is safe, properly maintained, fitted with any necessary guards or safety devices and that staff required using such machinery are trained in its use and are not permitted to carry out repairs without authority for areas within their control; and
10. Electrical equipment and systems in the premises are properly maintained for areas within their control or remit to do so.

Our offices at 5 Hanover Square are managed by Savills:

Karen Kang
Property Manager
5 Hanover Square, London, W1S 1HE
Email: karen.kang@savillspm.co.uk
Mobile: 07976077074

The Savills Occupiers Handbook is available upon request.

2.7 Duties and Responsibilities of Project Directors for Construction Projects

Project Directors for construction projects are responsible for ensuring the requirements of this policy and the supporting procedures and arrangements are implemented on their construction projects.

In order to fulfil this responsibility, Project Directors must ensure that they and their staff, and projects under their control:-

1. Understand and form detailed plans to implement appropriate parts of the Helical health and safety policy and arrangements on their projects.
2. Ensure suitable arrangements are in place for all projects to ensure compliance with relevant legislation and Regulations, and in particular the Construction (Design & Management) Regulations 2015.
3. Comply with the requirements of Helical's The Construction (Design & Management) Regulations 2015 ("CDM") Policy & Procedures as given at Appendix 1.
4. Ensure there are project reporting requirements for all appointments and duty holders to include health, safety and risk related issues.
5. Ensure there are arrangements in place for good risk management both in the design, construction and handover and completion of projects.
6. The 'CDM Clients Duties Checklist' is to be completed for every project and issued to Helical's Corporate Advisors ORSA (see Section 9.0 page 38) on the first working day of every month and thereafter only if there is a change or update from the last time the checklist was submitted. The Checklist is to be issued electronically to ORSA for collation, checking and reporting back to Helical.
7. Ensure suitable arrangements are in place for all projects to ensure compliance with relevant legislation and Regulations, and in particular the Building Safety Act 2022.

3.0 Helical General Health & Safety Arrangements

3.1 Introduction

It is the responsibility of the employer to ensure there are suitable arrangements in place for the health, safety and wellbeing of all staff when engaged in work activities or while at places of work.

3.2 Training and Supervision

All staff will be allocated a line manager who is responsible for making the necessary arrangements for the day-to-day supervision of their activities.

Arrangements will vary depending on the needs of the individual such as their qualifications and experience, and nature of the work being undertaken and the risks involved.

Staff will often work remotely from their line manager, and it is the manager's responsibility to ensure that regular contact is made with their staff, and means of communication and reporting are established to ensure staff receives sufficient guidance and support. All new and transferred staff will undergo a period of induction during their first few weeks of employment with Helical.

As part of this process any training needs or additional supervision or coaching requirements should be identified, with reference to the controls identified in the relevant risk assessments, statutory training requirements.

This process will be reviewed regularly as part of the staff appraisal system to ensure that staff receive the necessary training, and account is taken of changes in the person's role or responsibilities, or the tasks they undertake.

On the job coaching and training by managers and experienced staff is often the most effective way of ensuring staff have the necessary knowledge and skills for the tasks they undertake.

3.3 Monitoring and Audit

At our sites, where Helical own and operate buildings, our building managers are constantly monitoring the condition of the premises on an ongoing basis, and where appropriate checklists are designed to suit the needs of each site to ensure all the necessary issues are considered.

In addition to this, building managers are required to carry out a regular audit of the health and safety management arrangements on their account, and report their findings to the health and safety manager.

All Senior Managers are encouraged to show their commitment to our health and safety policy by observing staff practices and workplaces whenever they visit sites upon which our staff are based, and

engaging with said staff with respect to their practices and behaviours.

Our Corporate Health & Safety Advisors ("ORSA") will make arrangements for the audit of our health and safety management system so that Helical can monitor its effectiveness and measure our performance.

3.4 Workplace and Working Environment

It is important to us that our staff are provided with a pleasant working environment, and adequate welfare facilities.

Upon joining Helical, the Operations Manager will provide all new staff with a briefing on the safe use of office equipment. Where required, warning notices are on display in the office. The Operations Manager will provide instructions to all staff on the safe use of any new office equipment introduced. Building managers can, with assistance from ORSA, assess each of the locations where staff are based to ensure our basic requirements are met.

3.5 Health and Wellbeing

It is important to us that the health of our staff is not adversely affected through working with us.

Helical are keen to promote procedures to improve the wellbeing of our staff, and have policies in place to promote good practice on issues such as flexible working and the management of stress.

Any member of staff who feels that their health is being affected by their work, or that their health is affecting their ability to work safely, should in the first instance discuss this with their Line Manager.

3.5.1 Mental Health First Aid

Our employees' wellbeing remains fundamental to supporting our high performing culture. In recognition of our commitment to health and wellbeing in the workplace, we enrolled a select group of employees on a training course to identify warning signs of poor mental health and offer their colleagues appropriate support where required.

Those employees who have obtained a level three qualification in Mental Health First Aid in the Workplace are as follows:

Lois Robertson ext 201

John Inwood ext 123

Laura Beaumont ext 161

Harriet Franklin ext 211

3.6 Management of Contractors

The success of our business depends upon the selection and use of competent contractors who can

work with us to deliver an efficient and reliable service to our clients.

Helical therefore have in place robust arrangements for the management of our contractors to ensure they are competent and well-resourced for the tasks Helical ask them to undertake, having good health and safety management systems in place.

Once appointed, building managers with assistance from ORSA monitor their activities to ensure they are carrying out their activities in accordance with agreed methods, and regularly audit their management systems.

3.7 Permit to Work

Where Helical are in control of premises they must carry out risk assessment of all areas, part of these assessments will identify locations or activities that will require Permits to Work.

Permits to Work are to be issued for any activities of a hazardous nature with high risk factors.

Permits are issued by the relevant Building Manager. The following list highlights the areas of operation requiring a Permit to Work. The list is not exhaustive however and, if in doubt, discuss with the relevant Building Manager:

1. Electrical works – live working and testing, isolation of circuits.
2. Fire protection system.
3. Lifts, gantries and roof.
4. Hot working – soldering, welding, etc.
5. Confined space.
6. Working with hazardous substances, e.g. solvent cleansers, etc.
7. Use of hazardous machinery.

3.8 Performance Reporting Review

Regular reports will be made to the Executive Board on our progress towards our health and safety objectives and targets.

In addition, ORSA, on behalf of Helical will collect and analyse incident data and data from our monitoring and auditing process and use this to measure and review our performance so as to identify areas for improvement, and areas that are being effectively managed.

Each year ORSA will review our priorities, key performance indicators and targets in relation to the management of health and safety, and produce an annual report for the Shareholders Board detailing our achievements, performance and priorities for improvement.

In reviewing our performance, ORSA make comparisons with industry standards and other similar organisations where this data is available.

Information on our health and safety performance is included in our annual report and accounts.

3.9 Alcohol, Smoking, Drugs and Other Substances

Staff are reminded that they are not to enter Helical premises whilst under the influence of alcohol, drugs or other substances that would impair their ability to work safely.

Helical have adopted a policy of no smoking on its premises. Smoking is only allowed in the external designated areas.

3.10 New and Expectant Mothers & Young Workers

Helical is required to carry out risk assessments to identify hazards and ensure that risk is avoided or minimised as far as reasonably practical, in particular in relation to risks associated with new and expectant mothers.

As and when this is required ORSA can undertake this.

In order to protect the health and safety of an employee and her unborn child, the employee should inform the Chief Operating Officer and Company Secretary as soon as is practicable, that she is pregnant. Helical will then conduct a workplace risk assessment for the pregnant employee to ensure their health and safety at work. This risk assessment will be reviewed and updated as the pregnancy progresses.

The risk assessment will be repeated upon the employee's return to work after maternity leave.

Helical are aware of the additional risks that may follow as a consequence of the employment of young workers and will take all necessary measures necessary to minimise those risks so far as is reasonably practicable.

This shall be managed through the completion of a particular young worker's risk assessment, which once completed, will be agreed by the manager responsible for the young worker.

The young worker(s) shall have training on the contents of the risk assessment to ensure that the young worker(s) are fully aware of what is expected of them, how they should work, what protective equipment (PPE) they should be wearing and what processes they are prohibited from completing until they reach the age of 18 years of age.

At 18 years of age the young worker(s) shall be subject to review that will identify if they have the maturity and skills necessary to complete the previously prohibited tasks safely. This review shall be

completed by the above director and agreed with the young worker at the time of the review.

Helical, is aware of statutory restrictions imposed upon work undertaken by young workers and will comply fully with these restrictions.

As and when this is required, ORSA will undertake this.

3.11 Driving

All members of staff or other persons engaged by the Company on its business or at any time when using a vehicle supplied by the Company must conform with all requirements of the Road Traffic Acts, associated legislation and the Highway Code.

All personnel driving in the course of their employment or driving vehicles supplied by the Company must:-

1. Ensure that the vehicle is serviced, maintained and operated in accordance with the manufacturer's guidelines. If the condition of a Company's vehicle is in doubt, advice of a car mechanic should be sought;
2. Be in possession of a valid UK driving licence. This must be checked by the Company every year and endorsements notified to the insurers (for Company vehicles);
3. Ask staff's GP if any prescribed medication will affect their driving ability and if so, they must refrain from driving;
4. Refrain from using telephones whilst driving.
5. Wear glasses or lenses if prescribed for this activity.
6. Personnel must avoid over the counter medications such as antidepressants, antihistamines for hay fever, nettle rash, asthma, eczema, or travel sickness preparations or cough remedies, which can adversely affect driving.
7. Personnel must not drive having consumed alcohol.
8. Staff driving on business of the Company, in a vehicle not supplied by the Company, must have full comprehensive insurance cover to cover the driver and passengers in the course of their employment.

3.12 Hazardous Substances

When any potential hazardous substances are used at work, the Control of Substances Hazardous to Health Regulations (COSHH) require a register to be kept listing such risks and warning notices to be posted adjacent to store and equipment using hazardous materials or substances.

Basic precautions, as follows, must be adhered to:-

1. All chemicals must be stored bearing the approved safety signage and directions.
2. Never 'top up' one bottle from another.
3. Never mix chemicals as these may be incompatible and cause an adverse reaction.
4. Ensure adequate ventilation when using glues, solvents, etc.

If an accident occurs:-

1. Ventilate the area;
2. Evacuate staff;
3. Summon emergency services if necessary; and
4. Ensure a full written report is prepared without delay and submitted to the manager responsible.

The most hazardous materials are likely to be cleaning chemicals. The basic precaution is to avoid mixing any two cleaners, which are incompatible, such as powder and acid cleaners, liquid bleaches and powder bleaches. In both cases, toxic gases can be produced. Protective gloves, and in some cases goggles, must be worn when handling the chemicals.

Chemicals used by staff might include duplicating fluids, glues and solvents and reprographic chemicals. In all such cases, adequate ventilation needs to be available when these materials are used.

The warning labels, if any, must be carefully studied and the precautions on them followed.

Some of these materials may be flammable and the appropriate precautions, such as prohibition of smoking, should be taken.

3.13 Visual Display Units (VDU)

The Health & Safety (Display Screen Equipment) Regulations 1992 require the risks of Visual Display Units (VDU) work to be assessed.

The HSE publication Work with Display Screen Equipment L26 gives practical help on how to carry out the assessment.

1. The objectives of the assessment are to meet the following criteria for health and comfort.
2. The VDU screen should be positioned to avoid unnecessary reflections on it.
3. Brightness should be variable, image should be steady and characters should be clear.
4. The chair should be correctly adjusted for height and back support and in good condition.
5. The need for breaks depends on the nature and intensity of the work, the Regulations require breaks or changes of activity but do not specify their timing or length. Short, frequent intervals are more beneficial than infrequent ones. Work

should be arranged so that it is interspersed with other tasks.

6. VDU operators should have their eyes tested before operating a VDU and at yearly intervals. Spectacle wearers should consult their optician.
7. People who suffer from epilepsy or associated illnesses should see their own medical adviser before operating VDUs.
8. Discomfort or illness associated with VDU's must be reported to the Operations Manager.
9. Where it has been established that a DSE operator suffers from photosensitive epilepsy, the SEMC will arrange a transfer to other work if possible.

3.14 Use of Office Equipment

Whilst no special training is needed on any particular Company equipment, care should be taken when for example:-

1. Using the guillotine, shredder and binder machine;
2. Trimming with a scalpel blade - always use a cutting mat and steel edge;
3. Using a ladder, which should only be undertaken when another member of staff is present to supervise/hold the ladder;
4. Lifting and carrying heavy loads - the Manual Handling Operations Regulations 1992, as amended apply.

No member of staff should attempt to lift a load which is their capability. People with back problems should not attempt any lifting.

Responsibility for ensuring the effective maintenance and guidance on the safe use of office equipment lies with the Operations Manager.

3.15 COVID 19

Following the coronavirus (COVID-19) outbreak, Helical developed a set of office protocols to ensure our premises were COVID secure. The protocols were issued in May 2020 and align to UK Government advice.

Self-isolating (staying at home) is not a legal requirement if someone has covid-19 (coronavirus) symptoms or has tested positive.

In the event of testing positive for Covid-19, Helical requires employees to stay at home and avoid contact with other people if you have symptoms and either:

- have a high temperature
- do not feel well enough to go to work,

You can go back to your normal activities when you feel better or do not have a high temperature.

Employees are to inform their line manager in the event of testing positive for Covid-19.

3.16 H&S and our communities

Health and Safety on Helical projects is paramount not just for the stakeholders but also for the impact that such projects can have on the local and wider community.

Project values, community engagement, protection of the public and minimising the impact of sites on the community as well as how our projects can enhance community experience will be a priority for Helical and our project teams.

These priorities will be declared as part of project strategies, client's brief and tender requirements and will be used in the selection of designs and contractors' proposals.

3.17 Advice & Consultancy

Advice can be obtained from ORSA.

Contact details for ORSA are:-

Christian A. Bucknall
 ORSA Projects Limited
 8 Shephard Market, London, W1J 7JY
 Office: +44 20 3884 7105
 m: +44 7767 787 305
 e: cab@orsa.uk

Jay Vadhia
 ORSA Projects Limited
 8 Shephard Market, London, W1J 7JY
 Office: +44 20 3884 7105
 m: +44 7908 119 922
 e: jv@orsa.uk

4.0 Construction, Design & Management

4.1 Introduction

The CDM Regulations 2015 place responsibility for managing the health and safety of a construction project on three main duty holders.

The client has overall responsibility for the successful management of the project and is supported by the principal designer and principal contractor in different phases of the project. For the successful delivery of a project, good working relationships between the duty holders are essential from the start.

- The client ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.
- The principal designer manages health and safety in the pre-construction phase of a project. The role extends to the construction phase through the principal designer's duties to liaise with the principal contractor and ongoing design work
- The principal contractor manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.

Depending upon the nature of the project, the principal designer and principal contractor may be supported by designers, contractors and workers.

Typically, Helical act as the client under the CDM Regulations.

There are three important phases of a project: before, during and after construction or building work. This guide refers to them as:

- the pre-construction phase: the inception, design and planning stage of a project (before the construction or building work starts), although it is acknowledged design and planning continues into and through the construction phase
- the construction phase: the start-to-finish stage of the construction or building work
- the post-construction phase: the practical completion of the construction or building work, including handover.

Designers and contractors should be appointed at the earliest opportunity to help prepare and plan your project.

Experience has shown that, when designers and contractors are involved early in the project, everyone is better able to plan ahead and solve problems together to deliver a more successful project.

Even the simplest tasks, such as arranging routine maintenance or minor building work, require adequate time to plan and manage the work safely.

4.2 Helical CDM Procedures

Reference is made to Helical's CDM Policy & Procedures, which are annexed at Appendix 1.

The 'CDM Clients Duties Checklist' is to be completed for every project by the principal designer and issued to Helical's Corporate Advisors on the first working day of every month and thereafter only if there is a change or update from the last time the checklist was submitted.

The checklist is based on milestone principles and the RIBA plan of work 2020, without exception; progression to the next stage is not permissible until the proceeding stage has been signed off.

5.0 Building Safety Act

5.1 Introduction

In July 2020, the Government introduced the Draft Building Safety Bill, aimed at advancing comprehensive reforms to the building safety system and addressing concerns identified by Dame Judith Hackitt DBE in her independent review, "Building a Safer Future."

The new regime under the BSA 2022 applies from and including 1 October 2023, and applies to both occupied buildings and those under construction. From and including 1 October 2023, new buildings that fall within the regime and are "completed" after this date must be registered before the building is occupied.

The Building Safety Act 2022 stands as the primary legislative framework that legally establishes building safety standards throughout the design, construction, and occupation phases. While the Act's practical implementation will depend on detailed regulations, often referred to as Statutory Instruments, these secondary legislations will provide specific guidance on its enforcement.

The client has overall responsibility for the successful management of the project and is supported by the BSA principal designer and BSA principal contractor in different phases of the project. For the successful delivery of a project, good working relationships between the duty holders are essential from the start. Client duties under the Act are as follows:-

- Ensure design work is carried out so that, if built, the building work would be compliant with the Building Regulations.
- Ensure the building work is carried out in accordance with the Building Regulations.
- Enable designers and contractors to cooperate to ensure compliance with the Building Regulations.
- Undertake periodic reviews to identify any Higher-risk Buildings.
- Provide building information to every designer and Contractor on the project.
- Ensure arrangements are maintained and reviewed throughout the project
- Appointment of Principal Contractor in charge of the construction work.
- Appointment of the Principal Designer in charge of the design work.
- Assess the competency of the Principal Designer and Principal Contractor

Depending upon the nature of the project, the principal designer and principal contractor may be supported by designers and contractors.

Typically, Helical act as the client under the Building Safety Act.

There are three important phases of a project: before, during and after construction or building work. This guide refers to them as:

- the pre-construction phase: the inception, design and planning stage of a project (before the construction or building work starts), although it is acknowledged design and planning continues into and through the construction phase
- the construction phase: the start-to-finish stage of the construction or building work
- the post-construction phase: the practical completion of the construction or building work, including handover and golden thread.

Where buildings are considered Higher Risk Buildings (HRB)(Buildings over 18m/7 storeys in height and have 2 or residential units) then additional duties are imposed. The Building Safety Regulator becomes the building control authority for all high-rise buildings.

Where projects involve HRB's a formal gateway system has been introduced. These gateways at stop check points and require signoff to proceed by the Building Safety Regulator. These are summarised as below:-

What are the gateways?

The BSA defines three hard stop gateways at key stages of an HRB project,

- Gateway 1, before planning permission is granted.
- Gateway 2, before work can commence.
- Gateway 3, after completion but before occupation can take place.

Gateway 1: The client should submit a fire strategy in the form of a statement alongside the planning application, whilst the designer needs to demonstrate they have prepared a "safe" design.

The HSE will examine the applications and may reject or approve; in the case of a refusal the application should be amended and resubmitted, this may delay the project by six weeks or more at each gateway.

Gateway 2 The client will be required to submit information and details on how the proposals comply with building regulations with four critical elements:

- Full plans demonstrating compliance (including clear design responsibility matrix and realistic programme.
- Quality Management System to include change management protocols, inspection, sign-off regime and mandatory occurrence reporting.

- Digital Information Plan
- Competence Management Plan

Only after approval from the BSR can work start on site.

Gateway 3 The client must be able to demonstrate that the building is safe to occupy and apply for a completion certificate.

- The principal contractor submits the Golden Thread as built drawings and the operations and maintenance (O&M) manuals and information.
- The building can only be occupied after the BSR has checked that the building work is compliant and has issued a building control certificate.

The finer details of the “Golden Thread” of information are yet to be published, but it is clear that it is a separate set of information from the O&M manuals. The Government refers to it as storing the building's information.

Designers and contractors should be appointed at the earliest opportunity to help prepare and plan your project.

Experience has shown that, when designers and contractors are involved early in the project, everyone is better able to plan ahead and solve problems together to deliver a more successful project.

Even the simplest tasks, such as arranging routine maintenance or minor building work, require adequate time to plan and manage the work safely.

4.2 Helical BSA Procedures

A check sheet for BSA will be developed to demonstrate compliance against client duties for the BSA for both HRB and Non HRB projects.

6.0 Site Visits

6.1 Introduction

When any member of staff is making an official visit to other premises or working away from the office (for instance, at the offices of a client, or other consultant or on a construction site) their health and safety is the responsibility of the person or firm or contractor controlling that place.

Nevertheless, the Company, as the employer, is not absolved from its responsibility but can only discharge its duty of care with the co-operation of the staff.

Everyone's compliance with the following guidelines will help with the achievement of the principal aims of ensuring the safety of each staff member, and the safety of others.

6.2 Time and location of visit

Any staff member who intends to be out of the office for any reason must enter the precise details of time and location into the office diary and inform the office if these arrangements change.

6.3 Personal safety

All staff should take special care when visiting sites, inspecting properties unaccompanied, leaving offices or attending appointments after dark and should remain on guard when travelling on public transport late at night or in remote places.

They should be wary of escorting strangers around empty properties by themselves.

Be aware of advice on personal safety by the Police.

6.4 Permission to visit site

1. Do not enter sites or buildings without permission.
2. On construction sites, the Contractor is responsible for the safety of persons lawfully on the site.
3. Be aware of and comply with the entire Contractor's on-site Health & Safety requirements.
4. Report to him/her on arrival and when leaving.
5. If visiting occupied buildings, make prior arrangements with the person in charge and report on arrival to the responsible member of staff in the area or department being visited and on leaving.
6. Always seek assistance from others on the site when personal safety is at risk.
7. Do not visit a site or an empty building or unfrequented spaces (e.g. ducts) in existing buildings alone.

8. Make sure someone knows your location, the nature and duration of the visit and an agreed time to report back.
9. Establish an action plan in case of non-appearance after an agreed time.
10. Always take a mobile phone and preferably go accompanied especially to unoccupied sites.

6.5 Planning a site visit

It is the client's responsibility to provide enough information about the site to enable a visit to be undertaken with full knowledge of the conditions.

It is good Company's Policy to undertake a Health & Safety risk assessment to focus attention on any issues that will need to be identified and need to be avoided. Procedures need to be adjusted depending on whether the site is occupied or unoccupied.

Plan the visit and take appropriate equipment and protective clothing. As a minimum, all visits will require:-

1. A hard hat that is undamaged and 'in-date'
2. Boots or shoes with steel toecaps and preferably steel insoles
3. High visibility vest or jacket
4. Additionally, quite often the following may also be required-
 - a. Safety glasses
 - b. Gloves
 - c. Full high visibility clothing
 - d. Additional warm or water proof clothing
 - e. Sunglasses
 - f. Sun block (especially for roof inspections in summer)

Familiarise yourself with all safe working rules applicable to the site or place being visited and comply with them.

Such rules could cover access and egress, the wearing of safety helmets, safety harnesses, eye protection, ear protection, footwear and clothing, special precautions in areas of particular hazard, reporting your presence on site, etc.

When conducting third parties on construction sites, all staff must ensure that they always wear hard hats, high visibility clothing and are wearing appropriate protective clothing.

6.6 Occupied site safety rules

The basic safety rule is that when staff perform their duties, they must:-

1. Not put themselves or others at risk whatever pressures are exerted by others.
2. Draw attention to risks or hazards that appear to have gone unnoticed.

When visiting any construction site or surveying or inspecting premises under the control of a contractor:

1. Ensure that on your first visit all staff are offered and attend a site induction. If an induction is not possible, do not enter the site; and
2. Always attend site properly equipped:

At a minimum:-

1. Wear a hard hat, suitable clothes and stout shoes or boots with toe caps; do not wear thin-soled, high heeled or slippery shoes;
2. Avoid loose clothes which might catch on obstructions;
3. Familiarise yourself beforehand with the plan of the building, particularly the exit routes;
4. Check on protection when approaching stairwells, balustrading, lift shafts, roof perimeters, etc.; only use lifts when permitted; beware of ladders with rusty or rotten rungs, and never climb a ladder which is not securely fixed;
5. Ensure that there are toe boards to each lift of scaffolding, scaffold plates and that plant hoists are correctly protected;
6. Check that planks are secure; beware of overhead projections, scaffolding and plant, and proceed with caution;
7. Keep clear of excavations; walk over the structural members (e.g. joists, beams, etc.) whenever possible - do not rely on floorboards alone; look for defects in the floors ahead, e.g. wet areas, holes, materials that might cover holes; do not lean on guard rails or roof lights;
8. Do not touch any plant or equipment; keep clear of machinery and stacked materials; watch out for temporary cables, pumps, hoses and electrical fittings;
9. Assume that services (e.g. cables, sockets, pipes, etc.) are not safe or have not been isolated;
10. Leave the building immediately if there is the suspicion of the presence of gas, flammable liquids, dangerous chemicals or free asbestos fibre;
11. Take particular care in windy, cold, frosty, wet or muddy conditions;

12. Do not walk and look around at the same time; keep one hand free at all times when moving; be in a safe and balanced position whenever making notes or taking photographs; do not become distracted while climbing ladders.
13. Ensure any access equipment used is in good working order, is insured and, if needed, is operated by a correctly trained operator.

6.7 Unoccupied Sites or Buildings

If the building or site is unoccupied, always anticipate hazards.

1. Do not take chances.
2. Do not visit an unoccupied site if it could be considered to be dangerous. All staff should notify the office if they intend to visit an unoccupied building.
3. Undertake a Health & Safety risk assessment to understand what is known and what is a potential risk. If in doubt, ask the client for more information or ask for additional resources to ensure that any potential risks can be mitigated.
4. Common dangers include:-
 - o Asbestos
 - o Lead based paints
 - o Rotten or insecure floors and stairs;
 - o Unsupported excavations and trenches;
 - o Hidden pits, ducts, openings, etc.
 - o Fragile construction, e.g. roof sheeting;
 - o Space which have not been used or ventilated for some time;
 - o Contamination by chemicals or asbestos;
 - o Intruders who may still be around;
 - o Contamination by vermin or birds, or poisons put down to control them;
 - o Unstable groundwork's;
 - o Watercourse and wells hidden by overgrown vegetation.

6.8 Accidents

When any accidents occur on sites or buildings where the Company's is carrying out professional services, proceed in accordance with the guidance in Section 6.

Ensure that our advisors, ORSA, are informed as soon as possible.

Building operations and works of engineering construction, both on Crown and other sites are by definition factories under the Factories Act 1961, so the HSE Inspectorate have major powers on all sites.

The HSE may delegate the duties of the enforcing authority to the appropriate Local Authority.

6.9 Hazardous Activities

Report any apparent or potentially unsafe or hazardous procedures on a construction site to the Contract Administrator (or Employer's Agent) or the Clerk of Works, or if these are not available, to the site agent or person responsible for that place. All such reports should be noted and, in the case of a construction site, recorded at the next site meeting.

In the case of any dangerous, or potentially dangerous, site activity, the Contractor or person responsible must be advised to cease carrying out that particular activity which contravenes the Health & Safety at Work etc. Act and to continue only in a manner, which does accord with that Act.

Take steps to ensure these actions are confirmed by written notice by the Contract Administrator (or Employer's Agent) to the contractor (or person responsible) as soon as possible.

It should be emphasised that failure to deal adequately with the danger will be notified to the HSE Inspectorate. If in doubt as to whether a situation is dangerous or not, err on the side of safety and contact ORSA for advice.

6.10 Unsafe Companies and Practice

Helical employees when visiting sites must not act as a safety officer for Contractors or others. However informed professionals have a duty and a legal responsibility to prevent, so far as reasonably practicable, a Contractor or others from carrying out unsafe work operations placing staff or visitors in jeopardy. Employees should report any unsafe observations to the person in charge of the site to raise their concerns. In addition, the concerns need to be communicated to Helical's Corporate Health and Safety Advisors - ORSA.

When encountering any difficulties or being unable to deal with a situation, seek the advice of ORSA.

6.11 CSCS cards

Cards under the CSCS scheme specifically for professionals are now available and may be required for access to site.

The Professionally Qualified Persons card or PQP is available to anyone suitably qualified and who successfully undertakes the test. Alternatively, the visitor's card is also available.

It is our policy that all professional staff carry an appropriate CSCS card if the site requires.

6.12 Management Review & Staff Consultation etc.

As part of Helical's ongoing management review, Helical use a checklist to capture all applicable legal

H&S requirements and legislation. The checklist logs each set of applicable legislation, its current reference, where it is available to view and who is responsible within the organisation for checking if there are any applicable updates. Should any updates be required as result of changes to legislation then the responsible person is required to update the checklist accordingly. Helical's Corporate Health and Safety Advisors – ORSA undertake this on behalf of Helical.

This is a dynamic check list and always reviewed in any circumstances and updating rights are given to specific individuals.

The Chief Executive determines all relevant health and safety legislation with reference to the HSE website (<http://www.hse.gov.uk/legislation/index.htm>) and any other service where required.

New and updated legal requirements are recorded within the yearly Health & Safety Legislation section of the management review meeting to ensure that they are reviewed regularly.

The management review meeting minutes are communicated to all personnel and other relevant parties requiring knowledge of the relevant legal requirements.

Legal requirements are reviewed on a regular basis with assistance from the automatic emails received from HSE whenever legislation is updated or is newly published.

6.13 H&S Targets

When setting objectives and targets the company will ensure that they are consistent with the H&S policy and will take into account, financial, operational and business requirements as well as technological options.

In order to determine whether or not the objectives and targets are being met they will be measured, where practical, to allow progress to be monitored.

Improvements in health and safety performance will be incremental and in keeping with the size and complexity of the company.

When setting objectives and targets the company will ensure that they are consistent with the health and safety policy and the significant health and safety aspects.

6.14 H&S Committee

6.14.1 Strategic Purpose

To contribute to the provision by Helical plc of a safe and secure environment for work, to ensure that the company's reputation is of the highest standing relative to its strategic intent.

6.14.2 Scope

The H&S Committee will consider and advise the Company on the health, safety, welfare and wellbeing aspects of Helical plc H&S policy, procedure and practice relating to staff, visitors, contractors and others within related activities.

6.14.3 Remit/terms of reference

The Committee's Terms of Reference can be found on our [website](#).

7.0 Accidents

7.1 Accident Reporting

Any incident, which results in injury to any person or damage to any equipment or property affecting or involving the Company and its staff and all accidents in the Company's premises must be reported to the office H&S coordinator who will record the incident on an Accident Record form.

The Form is given at Appendix 2.

To comply with the Data Protection Act 1998 personal details entered on accident record forms must be kept confidential.

The completed form should be sent to Human Resources.

On the spot collection of factual information (location, witnesses, measurement, parties involved, police and fire brigade services, hospital, photographs where possible) will be the responsibility of the office H&S coordinator or senior person concerned. ORSA can assist with this exercise.

Any accident involving Helical employees on a construction site must be reported immediately to the relevant person in charge of the site, and the office H&S coordinator on return to the office. Accidents on Helical construction sites not involving Helical employees are reported through the projects Principal Contractor.

7.2 RIDDOR

The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 ("RIDDOR") is a legal obligation for all employers in the UK. It regulates the statutory obligation to report deaths, injuries, diseases and "dangerous occurrences", including near misses that take place at work or in connection with work.

The Regulations require "responsible persons" to report deaths at work, major injuries caused by accidents at work, injuries to persons not at work that require hospital treatment, injuries arising from accidents in hospitals, and dangerous occurrences.

Only "responsible persons" including employers, the self-employed and people in control of work premises should submit reports under RIDDOR.

The below web link gives an online form for submission of accident information to the Health & Safety Executive.

<http://www.hse.gov.uk/riddor/>

7.3 Types of reportable RIDDOR injury

7.3.1 Death of any person at Work

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise

from a work-related accident, including an act of physical violence to a worker.

7.3.2 Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (Regulation 4):

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

7.3.3 Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.

This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

7.3.4 Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims & Payments) Regulations 1979; that record will suffice for the purposes of the Regulations.

7.3.5 Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Any incident, which results in injury to any person or damage to any equipment or property affecting or involving the Company and its staff and all accidents in the Company's premises must be reported to the Operations Manager who will record the incident.

On the spot collection of factual information (location, witnesses, measurement, parties involved, police and fire brigade services, hospital, photographs where possible) will be the responsibility of the Operations Manager or senior person concerned.

Any accident on a construction site must be reported immediately to the relevant person in charge and to the Operations Manager on return to the office and ORSA.

7.4 First Aid & Emergencies

The appointed First Aider is trained in emergency first aid on the premises. They must be notified immediately after an accident occurs. The First Aid Box is kept in the post room, together with the Accident Record Book.

The Operations Manager is responsible for the contents of the First Aid Box and maintaining the relevant record book.

Emergency services (police, fire, ambulance) are to be contacted by telephoning '999'.

Local Medical Contacts Numbers

Hospital:

University College Hospital : A&E tel: 020 3447 0083
235 Euston Rd, London NW1 2BU

Pharmacy:

Boots Pharmacy tel: 020 7637 9418
302 Regent St, Marylebone, London W1B 3AS

7.5 Illness

Illness must be reported to an individual's Line Manager and/or the Operations Manager on the first day.

All members of staff should consult their GP before returning to work after a period of illness involving an infectious disease.

No person should return to work before the expiry of any certificate relating to any illness or injury without first consulting their GP.

Any person who contracts an infectious disease must report their condition to the Operations Manager so that any necessary precautions to protect others can be taken.

Certain infectious diseases and medical conditions must be reported to the HSE by the Operations Manager.

These include various types of poisoning, various cancers and other conditions, which can be caused through occupational hazards.

Staff should be aware that certain prescribed drugs and medicines can impair performance and judgment.

Staff equipped with heart pacemakers or similar medical equipment should observe any safety precautions of which they have been advised, in particular connection with electrical distribution equipment or equipment emitting or likely to emit radio waves.

7.6 Occupational Health

All members of staff are expected to have regard to the maintenance of their own physical and mental well-being in the conduct of their business and personal lives.

Excessive stress in personal or business life can impair performance and lead to illness.

Any member of the firm who considers they are suffering from excessive stress, for whatever reason, should consult their Line Manager in the first instance, who will treat the matter confidentially.

8.0 Fire Precautions

8.1 Fire Precautions Register & Risk Assessment

The Operations Manager maintains, in the Health & Safety file, a Register of Fire Precautions giving details of checks on equipment, systems, fire drills and the Company's Fire Warden(s).

In line with the Regulatory Reform (Fire Safety) Order 2005 an up-to-date Risk Assessment is held by the Operations Manager and suitable action taken regarding identified risks.

Fire Regulations

Since 6th April 2007 compliance with the new Approved Document Part B Fire Safety 2007 incorporating 2020 and 2022 amendments is required, together with the BS 5588 series of standards, unless alternative fire engineering approaches are required when DD9999 (2005) can be used or a Fire Engineer consulted.

8.2 Means of Escape

No person should obstruct a means of escape. Fire exit routes must never be obstructed or fire doors wedged open. In the event that the fire alarm is activated please leave the building immediately via the nearest of the two stairwells and congregate in the middle of Hanover Square.

8.3 Fire Wardens

The appointed Company's Fire Wardens are:-

- Lois Robertson (201)
- Lesley Dodd (140)
- Laura Beaumont (161)

A fire drill should be undertaken at least twice in every period of 12 months.

8.4 Fire & Emergency Procedures

Responsibility for life safety rests with us all. Strict adherence to the fire and emergency rules and procedures will help to ensure that the building continues to be safe.

It is of the utmost importance that employees and visitors are prepared in the event of an emergency.

The following sections set out the procedures and systems that are in place to deal with emergencies.

8.4.1 General Fire Instructions

Each occupier will appoint at least one Occupier Chief Fire Warden who will be the principal point of contact with building management in connection with fire and emergency procedures. The Occupier Chief Fire Warden will appoint Floor Fire Warden Coordinators as required by these fire and emergency procedures – one per floor with a back-up nominated and trained to support all absences of the principal wardens.

It is the responsibility of the Occupier Chief Fire Warden to ensure that all their staff is fully aware of and has been trained in current building fire and emergency procedures.

In particular, all occupier staff should be familiar with the following:

- Location of break glass points
- Location of all fire exits
- Location and operation of firefighting equipment
- Location of the evacuation muster point.

The building will conduct 2 evacuation drills per year to ensure all occupiers become familiar with the buildings emergency exit procedures

8.4.2 Regulatory Reform (Fire Safety) Order 2005

The key elements of the Act are as follows: -

All staff is to be trained to understand fire precautions and the action to be taken in the event of an emergency.

A copy of the "Fire Safety and Evacuation Plan" is to be given to each employee, by their employer.

All portable fire appliances are to be examined by a competent person at least once each year and the dates of the test are to be clearly marked on the appliance. All means of escape shall be maintained free from obstruction, hazard or any materials that constitute a hazard to the route.

Furniture and other fittings in occupied areas shall always be arranged so as to provide reasonably direct travel from any position in the area to the exit from that area.

Any alterations to the premises following a fire risk assessment must be re-assessed to ensure compliance.

Occupiers will be required to carry out their own fire risk assessment of their demise in accordance with the Regulatory Reform (Fire Safety) Order 2005 as amended.

8.4.3 Evacuation Procedures

In the event of an incident the panel will go straight into fire mode.

An announcement will be made over the building public address system informing building occupants of the appropriate action.

IF EITHER THE ALERT OR EVACUATION SIGNAL SOUNDS OUTSIDE OF OR DURING NORMAL WORKING HOURS YOU WILL BE INSTRUCTED TO EVACUATE THE BUILDING IMMEDIATELY. THE NORMAL WORKING HOURS ARE 09:00 TO 17:30 MONDAY TO FRIDAY.

8.4.4 If You Discover Fire, Smoke or Fumes

If you discover fire, see smoke or smell fumes you must take the following actions immediately:

- Leave the area, closing any doors behind you.
- Activate the nearest Fire Alarm Call Point.
- If safe to do so, call building security by dialling 0207 629 6163 and clearly give the floor and location of the incident.
- If possible, inform any member of your Occupier Fire and Emergency Team of the nature and location of the incident.
- Follow the instructions of the Occupier Fire Wardens and evacuate the building by the nearest fire exit staircase and go directly to the Assembly Point at Hanover Square Gardens and report to the Occupier Assembly Point Controller who shall be identifiable by a yellow Hi-Viz tabard.
- DO NOT USE THE LIFTS TO EVACUATE
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS

8.4.5 Fire Alarm Test: Announcement

The PA announcement for evacuation of the building will inform you of the appropriate action to be taken. The dialogue below will be heard:-

"May I have your attention please, May I have your attention please, the fire alarm is about to be tested, please take no action"

The bells will then sound.

At the end of the test a new dialogue will be heard
"May I have your attention please, may I have your attention please, the fire alarm test is now complete. Please respond to all future fire alarms"

8.4.6 Disabled Persons Evacuation

All occupiers have a responsibility to assess the risk of a disabled member of staff or a visitor in the event of an emergency evacuation at 5 Hanover Square.

This risk assessment applies to children, temporarily disabled people and the infirm.

While there is a reasonable level of assistance available to evacuate disabled people this should not be relied upon.

The Firemen's lift has been designated as lifts, which can be used to evacuate disabled people.

In addition to this the Occupier Chief Fire Warden should also ensure that the Building Security Assembly Point Controller, at the Muster Point, is given details of the disabled persons location and condition.

8.4.7 Assembly Point

Each Occupier Chief Fire Warden and the Fire Warden for each floor should congregate at the Assembly Point and assist the Occupier Assembly Point Controller in verifying floors that have been declared clear.

Any floor not accounted for should be reported immediately to the Building Assembly Point Controller. The Building Assembly Point Controller shall be a member of building security staff and shall be wearing a Hi-Viz coloured tabard and will be holding a lollipop aloft.

8.4.8 Duties of Occupier Assembly Point Controller

The Occupier Assembly Point Controller is responsible for verifying floor clearance at the Assembly Point, establishing that all floors have been cleared and informing the Building Security Assembly Point Controller, of their floor status.

During an emergency a Hi-Viz tabard will be put on to identify the Occupier Assembly Point Controller.

The Occupier Assembly Point Controller will:

- Put on a Hi-Viz identification tabard and collect a Lollipop identifier.
- If the emergency situation allows, collect personnel lists and any 'Booking In/Out' book and proceed to Assembly Point.
- Verify that their floors are clear of all staff and visitors at the time of the emergency.
- Liaise with Occupier Chief Fire Warden/Fire Warden Coordinator to establish that all of their floors are clear.
- Report any floors not accounted for to the Building Security Assembly Point Controller, (identifiable by a lollipop and Hi Viz jacket) at the muster point- who will radio the details to Fire Control Centre (FCC).

8.4.9 Duties of The Occupier Floor Fire Warden

During an incident or emergency the Occupier Floor Fire Warden will carry out instructions given by the Occupier Chief Fire Warden and dispatch these instructions to their Fire Wardens for that floor. During an emergency a Hi Viz tabard will identify the Occupier Floor Fire Warden.

Actions to be taken by Occupier Floor Fire Warden

During normal office hours; *If the* EVACUATION signal sounds on your floor: -

- **Put on Hi Viz identification tabard.**
- **Report your availability to the Occupier Chief Fire Warden.**
- **Assist with evacuation of disabled persons.**

- If possible, carry out a search of the area to ensure everyone has evacuated.
- When all persons on your floor are clear, have passed into your designated fire exit staircase inform the Chief Occupier Fire Warden.
- Leave the building and proceed directly to Assembly Point at Hanover Square Gardens, and report to the Occupier Assembly Point Controller.

8.4.10 False Fire Activations

If the activation is found to be false fire activation the fire alarm will be reset and an announcement will be made over the PA system.

The dialogue below will be heard *“Attention please, attention please, the recent fire activation has been investigated and the cause found. The all clear has been given and there is no requirement for evacuating the building. I repeat there is no requirement for evacuating the building. In the event of any further activation of the fire alarm, staff should follow the normal building evacuation procedures. Thank you.”*

The Building Security Assembly Point Controller will give the ‘all clear’ at Hanover Square Gardens using a loud hailer.

The building occupants should return to the building in an orderly manner and have their passes ready for inspection.

Any members of staff who have forgotten their passes will be expected to sign back into the building at reception or be verified by a colleague with a bonafide ID.

8.4.11 Full Fire Evacuation Drills

The obligatory full fire evacuation drills will be carried out every six months during normal working hours and a further two conducted ‘out of hours’.

The Building Management team will liaise with the key occupier contacts to ensure that these are not carried out during business-critical times.

8.4.12 Testing of Life Safety Systems

It is the Occupiers’ responsibility to ensure that the statutory testing of the emergency lighting system within their demised premises is carried out in line with current legislation and relevant British Standards.

A logbook recording monthly testing is essential in demonstrating compliance.

Please note that the building audible fire alarm test will be conducted each Friday at 10am.

8.5 Fire Protection Systems

8.5.1 System Records

Details of all maintenance, testing or alterations to fire protection systems should be recorded in the Fire Precautions Register by or on behalf of the Operations Manager.

In the case of fire alarms, details of the causes of all alarms (genuine or test), faults, which develop, periods of disconnection, and any further action required should also be recorded in the Register.

8.5.2 Smoke Alarms

Smoke Alarms should be checked periodically, with different call points (following a set sequence) activated upon each occasion. Responsibility for ensuring that this takes place lies with Operations Manager.

8.5.3 Emergency Lighting

The installation should be tested every six months, with a full discharge test once a year. Periodic visual checks of the system should be made by or on behalf of the Operations Manager.

8.5.4 Fire Fighting Equipment

Fire extinguishers are maintained and checked (annually), at which time specific training in their use will be given. Responsibility for ensuring the effective maintenance of firefighting equipment lies with Operations Manager.

The list below identifies a variety of firefighting appliances. Note that all fire extinguishers are now Red (colour) and may have a distinguishing label or band to denote the type of contents.

1. Water Fire Extinguishers for use on Wood, Paper, and Textiles.
2. Foam Fire Extinguishers For use on Wood, Paper, Textiles, Petrol, Diesels and Oils.
3. Powder Fire Extinguishers Highly versatile, for use on all above plus Electrical hazards, e.g. computers, switchgear.
4. CO2 Fire Extinguishers Particularly effective for electrical fires, plus Petrol, Diesels, Oils.

8.6 Bombs & Bomb Warnings

8.6.1 Suspect Letter or Package

1. Do not tamper with it
2. Place it in a protective container if available, but otherwise leave it alone.
3. Evacuate the immediate area and adjacent offices/areas and allow no one in other than specialist disposal personnel.

4. Inform the Operations Manager immediately, who will summon the Police and other assistance.

1-9 Seymour Street, London, W1H 7BA

8.6.2 Bomb Warning on the Telephone

In the event of a bomb or other telephone threat in or around the building, it is expected that The Metropolitan Police will advise the building management team on the appropriate course of action.

Nevertheless, it is the responsibility of each Occupier to decide whether to evacuate its demise.

The Met Police will of course provide advice to assist the Occupier in making the decision.

As it may not always be possible to reach the usual Assembly Point in the event of a bomb threat evacuation you may be instructed by The Met Police to assemble at an alternative location.

It is the Occupiers responsibility to nominate their individual bomb evacuation assembly point, which should be a minimum of 500 meters north, south, east and west of the building.

These points should be notified to the building management team.

The receipt of a telephone threat is shocking and traumatic event. It is essential that Occupiers advise staff of the importance that threat information is to be taken down as accurately as possible.

Staff should be encouraged to keep calm and do not try to transfer the call. Even if it is planned that the message is recorded, it should be written down 'verbatim'. There is always the possibility that the recorder could break!

If you receive a telephone threat, it is important for staff to keep the individual on the telephone as long as possible and get as much information from them as you can. On completion of the call, whether or not you consider the threat to be credible, you should:

- Do not hang up your telephone receiver.
- Write down as many details as possible about the threat.
- Telephone the Metropolitan Police immediately.
- Telephone the building management team immediately.

The building management team has standard forms for the purpose of logging such calls inclusive of appropriate questions to ask. Please contact the team should you require copies for your own emergency procedures.

Local Police Station

Metropolitan Police Services
tel: 0207 486 1212
Marylebone Police Station

9.0 Asbestos

9.1 Control of Asbestos Regulations 2012

For the property at Hanover Square Asbestos records are held by Broadgate Estates.

The Control of Asbestos Regulations 2012 came into force on 6 April 2012, updating previous asbestos regulations to take account of the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC).

9.2 The duty to manage asbestos

The duty to manage is directed at those who manage non-domestic premises: the people with responsibility for protecting others who work in such premises, or use them in other ways, from the risks to ill health that exposure to asbestos causes.

The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos Regulations 2012. It requires the person who has the duty (i.e. the "dutyholder") to:

1. Take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in;
2. Presume materials contain asbestos unless there is strong evidence that they do not;
3. Make, and keep up-to-date, a record of the location and condition of the asbestos containing materials - or materials which are presumed to contain asbestos;
4. Assess the risk of anyone being exposed to fibres from the materials identified;
5. Prepare a plan that sets out in detail how the risks from these materials will be managed;
6. Take the necessary steps to put the plan into action;
7. Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and
8. Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.
9. There is also a requirement on anyone to co-operate as far as is necessary to allow the duty holder to comply with the above requirements.

9.3 Who has the duty?

In many cases, the duty-holder is the person or organisation that has clear responsibility for the maintenance or repair of non-domestic premises through an explicit agreement such as a tenancy agreement or contract.

The extent of the duty will depend on the nature of that agreement. In a building occupied by one leaseholder, the agreement might be for either the owner or leaseholder to take on the full duty for the whole building; or it might be to share the duty. In a multi-occupied building, the agreement might be that the owner takes on the full duty for the whole building.

Or it might be that the duty is shared - for example, the owner takes responsibility for the common parts while the leaseholders take responsibility for the parts they occupy.

Sometimes, there might be an agreement to pass the responsibilities to a managing agent.

In some cases, there may be no tenancy agreement or contract. Or, if there is, it may not specify who has responsibility for the maintenance or repair of non-domestic premises. In these cases, or where the premises are unoccupied, the duty is placed on whoever has control of the premises, or part of the premises. Often this will be the owner.

The duty for asbestos for Helical's offices resides with the Building Manager. Appropriate records are kept by the Building Manager.

9.4 How do Duty Holders comply?

There are three essential steps:

1. Find out whether the premises contain asbestos, and, if so, where it is and what condition it is in. If in doubt, materials must be presumed to contain asbestos;
2. Assess the risk; and
3. Make a plan to manage that risk and act on it.

10.0 Manual Handling

The Manual Handling Operations Regulations 1992, as amended ('the Regulations') apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person or an animal, or inanimate, such as a box or a trolley.

Helical employees will be trained in safe manual handling techniques and safe use of workstations throughout the company. Helical employees should not attempt to lift loads exceeding their physical capability.

The guidelines below should be used by all Helical employees when undertaking manual handling operations. The following guidelines should be followed:

- Avoid sudden and awkward movements while lifting.
- Check for rough surfaces, sharp or jagged edges, splinters etc. and use the appropriate protective clothing at all times.
- Do not allow the object being lifted impede your line of vision.
- Avoid slippery or other unsafe surfaces.

All lifting will be carried out using the 8 principles of lifting:-

- Size up the load, make certain of good balance
- Keep the back as straight as possible, tuck in the chin
- Use the strong leg muscles rather than the weaker back muscles
- Carry the load close to the body
- Watch where you are going
- Make sure the hands and feet are clear in placing loads
- Always ask for help when needed
- Use mechanical equipment where possible.

10.1 Good handling technique for lifting

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid

tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely. Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

The Health and safety Executive have developed manual handling risk assessment tools that are recommended for assessing manual handling:-

- the Manual Handling Assessment Charts (MAC) tool for lifting, carrying and team handling.
- the Variable Manual handling Assessment Chart (V-MAC) tool to help assess complex manual handling operations where load weights vary.
- the Risk Assessment of Pushing and Pulling (RAPP) tool.
- the Assessment of Repetitive Tasks (ART) tool if the task involves repetitive work using the upper limbs.

These tools can be found online using the link - <https://www.hse.gov.uk/msd/toolkit.htm>.

11.0 PPE

It is the responsibility of all employers to ensure that their employees are provided with all necessary protective equipment and that the PPE provided is "Fit for Purpose".

Every person entering one of our construction site must don a Safety Helmet, Safety Footwear and gloves. **High visibility vests must be worn as instructed by site management.** High visibility vests must be in good order i.e. not cut down from original size.

Helical operate a gloves and safety glasses "**must be worn**" policy on all projects away from the office for particular work activities as defined by Site Management.

Sub-contractors are expected to provide gloves and safety glasses to their operatives suitable for their particular work activity.

Depending on the nature of the work other equipment may be required, i.e. eye protection, ear protection and harnesses, which must comply with current standards.

12.0 Health & Safety Risk Assessment

12.1 Definitions

According to the HSE, "A risk assessment is a careful examination of what, at work, could cause harm to people, so that an individual can weigh up whether they have taken enough precautions or should do more to prevent harm.

The aim is to make sure that no one gets hurt or becomes ill.

The important things that need to be decided are whether a hazard is significant and whether it has been covered by satisfactory precautions so that the risk is small.

Hazard means something that has the likelihood to cause harm.

Risk is the chance, high or low, that somebody will be harmed by the hazard.

12.2 Health & Safety Risk Assessment Template

ACTIVITY		ASSESSOR	
REFERENCE		DATE	

ACTIVITY/ELEMENT/TASK	HAZARDS
[List details of the activity/task to which this risk assessment related]	[List hazards associated with the activity planned]
WHO IS AFFECTED BY THIS ACTIVITY	INTERFACE WITH OTHER OPERATIONS
[List those who may be affected or impacted by the activity planned]	

SEVERITY	L/H	M/H	H/H	Plot assessment of severity v likelihood and highlight value obtained.
	L/M	M/M	H/M	H/H - avoid whenever possible
	L/L	M/L	H/L	L/L - may be ignored
	LIKELIHOOD			All other values: control or minimise risk

INITIAL ASSESSMENT					
SEVERITY	H	Fatality, Major Injury or Illness Causing Long Term Disability	LIKELIHOOD	H	Certain or Near Certain To Occur
	M	Injury or Illness Causing Short Term Disability		M	Reasonably Likely to Occur
	L	Other Injury Or Illness		L	Very Seldom or Never Occurs

PROTECTION MEASURES: specific measures required to avoid or minimise risk using hierarchy of controls

[List any control measures for the activity planned]

UPDATED ASSESSMENT ONCE CONTROL MEASURES ARE IN PLACE					
SEVERITY	H	Fatality, Major Injury or Illness Causing Long Term Disability	LIKELIHOOD	H	Certain or Near Certain To Occur
	M	Injury or Illness Causing Short Term Disability		M	Reasonably Likely to Occur
	L	Other Injury or Illness		L	Very Seldom or Never Occurs

Name [Insert Name] Position [Insert Position Held/Role]

Signed [Sign] Date [Insert Date]

Appendix 1 CDM Arrangements

Appendix 2 Company Accident Form