



Health and Safety Policy



Policy Statement on Health and Safety at Work

NPS Property Consultants Ltd will, so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other imposed statutory health and safety legislation.

It is the policy of NPS Property Consultants Ltd., to ensure the health, safety and welfare of employees and the health and safety of anybody else who could be affected by our undertakings.

Adequate resource will be made available to enable health and safety to be suitably and sufficiently managed within the organisation.

NPS Property Consultants Ltd will, so far as is reasonably practicable,

- Provide and maintain plant & equipment and develop safe systems of work, which do not present any unnecessary risk to safety or health.
- Ensure suitable arrangements are in place for the safe use, handling, storage and transportation of articles or substances for use at work.
- Provide adequate information with respect to articles and substances used at work detailing the conditions and precautions necessary that when properly used, they will not present an unnecessary risk to safety or health.
- Provide such information, instruction, training and supervision as is necessary to secure the health and safety at work of all employees and to provide sufficient information to non-employees who could be affected by our undertakings.
- Ensure the working environment is safe and without risk to the safety and health of employees or any visitors to the workplace.
- Ensure adequate arrangements are in place to secure the health, safety and welfare of employees in the workplace or at any other locations where they may be required to work.

It shall be the duty of every employee to,

- Ensure the health and safety of themselves and of any other persons who could be affected by their acts or omissions.
- Co-operate with the company so far as is necessary to enable NPS Property Consultants Ltd to fulfil their health and safety responsibilities or comply with any statutory duty imposed upon them.

This policy will be communicated to all employees during induction at the commencement of employment and whenever it is updated due to new / changes in legislation, changes to the organisation or changes to working practices.

This policy will also be displayed on notice boards within the workplace and is also accessible electronically via the business management document control system.

This policy will be reviewed as is necessary but in any case within a period of 18 months from the date shown below.

Signed:..... Date.....
M Britch – Managing Director

Contents

Page

Policy Statement	2
Contents.....	3
The Organisation and Accountability	4
- Managing Director (NPS)	4
- Board of Directors (NPS)	5
- Health & Safety Director	5
- Managing Directors (Subsidiaries)	6
- Directors (Subsidiaries).....	6
- Practice / Senior Managers.....	7
- Line Managers	7
- Employees.....	7
- Designers	8
- CDM Co-ordinators	8
- Human Resources Manager	8
- Premises Manager.....	9
Organisational Structure.....	10
The Arrangements & Procedures	11
- Managing Risk.....	11
- Risk Assessments	11
- Consultation with Employees	13
- Training.....	13
- Local Rules.....	14
- Manual Handling.....	14
- Personal Protective Equipment.....	15
- First Aid	15
- Employee Welfare & Wellbeing.....	15
- Emergency Procedures	16
- Reporting of Incidents, Hazards & Near Misses	17
- Reporting of Accidents.....	17
- Communication of Information to Non-Employees	17
- Compliance with the CDM2007 Regulations	18
- Management of External Consultants	18
- Management of Contractors.....	19
- Prohibited Works	20
- Performance Measurement.....	20
- Review.....	20

Organisation and Accountability

1.0 GENERAL

- 1.1 NPS Property Consultants Ltd provides design consultancy and property related professional services, and is also the parent company of several subsidiary companies that provide similar services in other geographic areas within the UK. Collectively, the companies form the NPS Group.
- 1.2 A Board of Directors governs NPS Property Consultants Ltd.
- 1.3 Each subsidiary company is a Limited company in their own right and is managed by a Board of Directors under the direction and governance of NPS Property Consultants Ltd.
- 1.4 The Managing Directors of all companies in the Group meet with other Senior Managers on a regular basis at a Group Executive Board meeting.
- 1.5 NPS Property Consultants Ltd delegate local responsibility to the Managing Directors of the subsidiary companies.
- 1.6 NPS Property Consultants Ltd Health and Safety Policy has been developed to ensure that health and safety is suitably managed across the entire group in a consistent manner and in accordance with statutory requirements.
- 1.7 There may occasionally be a requirement for local variations to the health and safety policy, and where this occurs, any variations shall be developed in consultation with the Health and Safety Director and be approved by the Board of Directors of NPS Property Consultants Ltd, prior to implementation.

2.0 DUTIES AND RESPONSIBILITIES

2.1 The Managing Director – NPS Property Consultants Ltd

Has the overall responsibility to make such arrangements and management systems as necessary to ensure the health and safety of employees and any other person who may be affected by the undertaking of NPS Property Consultants Ltd, so far as is reasonably practicable. To achieve these goals, the Managing Director will:

- Set objectives and monitor management performance to verify that directors and senior managers are meeting their health and safety accountabilities.
- Ensure that the necessary financial and other resources are provided to meet the company's objectives for health and safety.
- Ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements.
- Appoint a Director responsible for co-ordinating health and safety matters.
- Ensure that the Policy is reviewed and revised when necessary.
- Provide positive leadership and visible commitment to the company's performance standards and management systems as outlined in the health and safety policy.

2.2 Board of Directors – NPS Property Consultants Ltd will:

- Have sufficient understanding of health and safety laws to enable them to discharge their duties and responsibilities.
- Have sufficient understanding of the health and safety policy to bring it to the attention of all employees in their department.
- Take an active lead in promoting and enforcing the requirements of the Health and Safety Policy within the company.
- Provide and have in place procedures to meet the hazards and risks arising from the business functions and activities of the organisation.
- Ensure that the necessary financial and other resources are provided to facilitate and meet the requirements of the policy.
- Monitor health and safety performance through planning and setting objectives, and establishing systems of inspection, audit and review.
- Take all reasonable measures to provide a healthy and safe working environment.
- Ensure that health and safety issues are given equal priority with other management issues at regular management meetings.
- Ensure that appropriate arrangements are in place to consult with employees and health and safety representatives. Means of such communication can include Team meetings.
- Provide for and appoint one or more competent persons for the provision of health and safety advice and assistance, so as to enable the dutyholder to meet their duties.
- To receive advice from and co-operate with the Director responsible for Health and Safety as necessary to ensure the effective implementation of the Health and Safety Policy.
- Contribute to the review of the Health and Safety Policy.

2.3 Director responsible for Health and Safety – NPS Property Consultants Ltd

- Have sufficient knowledge and understanding of health and safety law and good practice to effectively champion health and safety at board level and to promote high standards of performance throughout the company.
- Advise the Management Board of new developments in health and safety legislation and approved codes of practice together with proposals for new or amended management systems necessary to ensure legal compliance.
- Assist the Managing Director and the Management Board in setting the councils health and safety objectives and in the establishment of appropriate means of measuring performance
- Provide regular reports on the health and safety performance to the Board of Directors of NPS Property Consultants Ltd.
- Receive regular reports from the Group Executive Board on the health and safety performance within each subsidiary company.
- Instigate and manage accident and near miss investigations, and ensure findings and action plan where necessary, are reported to the Management Board.
- Propose objectives for the annual health and safety action plan.
- Advise on outcomes of health and safety audits and inspections.
- Review accident and ill health data.
- Ensure that satisfactory procedures are in place to assess competency of sub consultants and contractors employed.

2.4 Managing Directors of Subsidiary Companies will:

- Be responsible for the implementation of the NPS Property Consultants Ltd Health and Safety Policy within their own subsidiary company.
- Adopt parent company objectives and monitor management performance to verify that reporting directors and senior managers are meeting their health and safety accountabilities.
- Ensure that the necessary financial and other resources are provided to meet the company's objectives for health and safety.
- Ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements.
- Provide positive leadership and visible commitment to the company's performance standards and management systems as outlined in the health and safety policy.
- Provide reports on the health and safety performance of their subsidiary company to the Director responsible for Health and Safety in NPS Property Consultants Ltd.
- Liaise with the Director responsible for Health and Safety where local variations to the Health and Safety Policy may be required.
- Ensure that health and safety is included on the agenda of Board Meetings.
- Report any accidents, incidents, dangerous occurrences or near misses to the NPS Property Consultants Ltd Health and Safety Director.
- Ensure that emergency plans are prepared, communicated and practiced.

2.5 Board of Directors – Subsidiary Companies

- Have sufficient understanding of health and safety laws to enable them to discharge their duties and responsibilities.
- Have sufficient understanding of the health and safety policy to bring it to the attention of all employees in their department.
- Take an active lead in promoting and enforcing the requirements of the Health and Safety Policy within the company.
- Ensure that the necessary financial and other resources are provided to facilitate and meet the requirements of the policy.
- Monitor health and safety performance through planning and setting objectives, and establishing systems of inspection, audit and review.
- Ensure that health and safety issues are given equal priority with other management issues at regular management meetings.
- Ensure that appropriate arrangements are in place to consult with employees and health and safety representatives. Means of such communication can include Team meetings.
- Provide for and appoint one or more competent persons for the provision of health and safety advice and assistance, so as to enable the dutyholder to meet their duties.
- To receive advice from and co-operate with the Director responsible for Health and Safety as necessary to ensure the effective implementation of the Health and Safety Policy.
- Contribute to the review of the Health and Safety Policy.
- Contribute to the identification and development of local variations to the NPS Property Consultants Ltd Health and Safety Policy as necessary.

- To co-operate with NPS Property Consultants Ltd Board of Directors as necessary to ensure that they comply with their duties under health and safety legislation.

2.6 Practice / Senior Managers

- Have sufficient understanding of health and safety laws to enable them to discharge their duties and responsibilities.
- Have sufficient understanding of the health and safety policy to bring it to the attention of all employees in their department.
- Take an active lead in promoting and enforcing the requirements of the Health and Safety Policy within the company.
- Promote the requirements of the Health and Safety Policy to staff under their control.
- Provide and have in place procedures to meet the hazards and risks arising from the business functions and activities of the organisation.
- Ensure that suitable and sufficient risk assessments are undertaken, recorded and reviewed as appropriate
- Monitor health and safety performance through planning and setting objectives, and establishing systems of inspection, audit and review.
- Take all reasonable measures to provide a healthy and safe working environment.
- Ensure that health and safety issues are given equal priority with other management issues at regular management meetings.
- Ensure that appropriate arrangements are in place to consult with employees and health and safety representatives. Means of such communication can include Team meetings.
- Provide for and appoint one or more competent persons for the provision of health and safety advice and assistance, so as to enable the dutyholder to meet their duties.
- To receive advice from and co-operate with the Director responsible for Health and Safety as necessary to ensure the effective implementation of the Health and Safety Policy.
- To co-operate with the Board of Directors as necessary to ensure they comply with their duties under health and safety legislation.
- Report any accidents, incidents, dangerous occurrences or near misses to the Managing Director.
- Ensure employees under their control are competent to perform their tasks and that any additional training need is identified and arranged through the HR Department.

2.7 Line Managers

- Ensure the requirements of the Health and Safety Policy are adequately communicated to all staff under their control.
- To co-operate with Senior Managers and Directors as necessary to ensure they comply with their duties under health and safety legislation.
- To ensure that they are competent to perform their tasks and that any additional training requirements are identified and requested from their Practice / Senior Manager.
- Produce risk assessments in consultation with employees under their control for any identified significant risk.

2.8 Employees

- To co-operate with the employer as necessary to ensure they comply with their duties under health and safety legislation.

- Report any accidents, incidents, dangerous occurrences or near misses to the Practice / Senior Manager.
- To take care of their own health and safety and the health and safety of any other person who may be affected as a result of their acts or omissions.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- To familiarise themselves with the requirements of the Health and Safety Policy.
- To ensure they are competent to perform their tasks and that any additional training requirements are identified and requested from the Practice / Senior Manager via their Line Manager.
- Undertake any health and safety training that has been agreed between the employee and NPS Property Consultants Ltd.

2.9 Designers – as defined in the CDM Regulations 2007

Designers have particular statutory duties under the Construction (Design and Management) Regulations 2007 and will meet these by:

- Having sufficient understanding of health and safety laws to enable them to discharge their duties and responsibilities.
- Having sufficient understanding of their statutory duties to enable them to discharge their duties and responsibilities.
- Ensuring they are suitably competent to carry out the tasks they are requested to do.
- Ensuring they have sufficient time to carry out the tasks.

2.10 CDM Co-ordinators - as defined in the CDM Regulations 2007

CDM Co-ordinators have particular statutory duties under the Construction (Design and Management) Regulations 2007 and will meet these by:

- Having sufficient understanding of health and safety laws to enable them to discharge their duties and responsibilities.
- Having sufficient understanding of their statutory duties to enable them to discharge their duties and responsibilities.
- Ensuring they are suitably competent to carry out the tasks they are requested to do.
- Ensuring they have sufficient time to carry out the tasks.

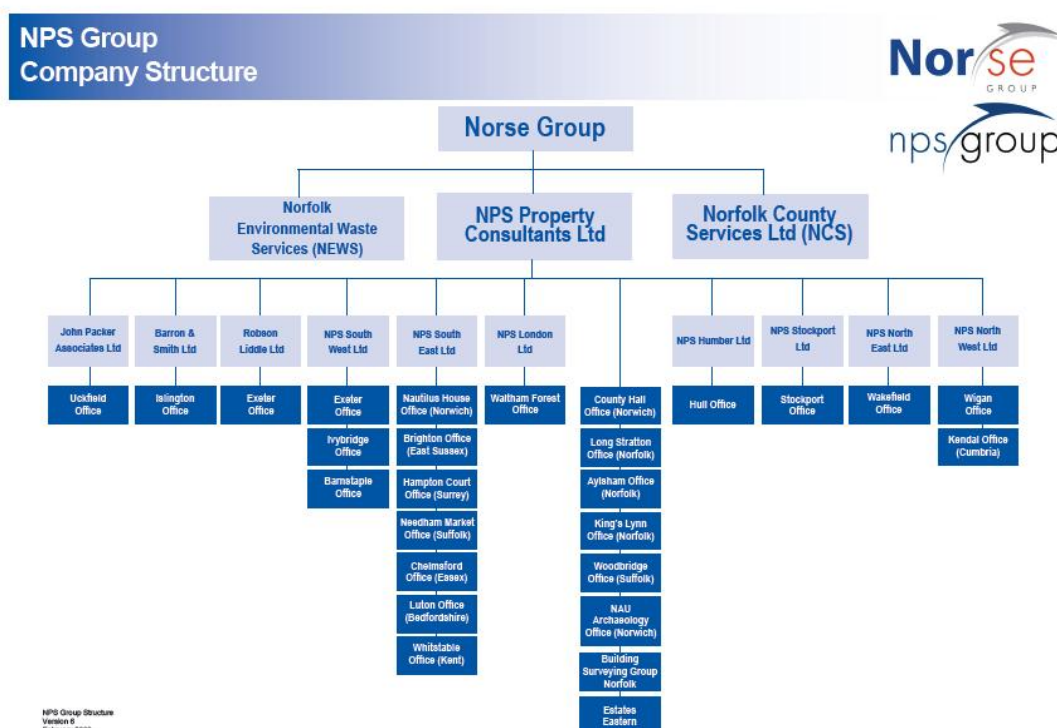
2.11 Human Resources Manager (NPS Property Consultants Ltd and each Subsidiary Company)

- Ensure that employees have received suitable induction training at the commencement of their employment to include health and safety training.
- Ensure that employees are aware of the procedure for reporting accidents, incidents and near misses.
- Ensure that employees have been issued with a copy of the NPS Property Consultants Ltd Health And Safety Policy.
- Receive and record accident reports.
- Forward accident, incident, near miss and ill health reports to the NPS Group Human Resources Manager at NPS Property Consultants Ltd.
- Receive and record ill health reports.
- Produce and issue monthly ill health reports for the Managing Director and forward a copy to the NPS Group Human Resources Manager at NPS Property Consultants Ltd.
- The NPS Group Human Resources Manager shall forward copies of accident, incident, near miss and ill health reports to Director responsible for health and safety.

2.12 Manager responsible for the premises

A person will be designated as being responsible for the premises at each NPS office location. They will meet their duties by:

- Having sufficient understanding of health and safety laws to enable them to discharge their duties and responsibilities.
- Having access to suitably competent persons for assistance and advice.
- Carrying out workplace risk assessments and ensure recommendations are actioned.
- Review risk assessments as necessary.
- Ensure emergency procedures are prepared, displayed, and practiced at regular intervals.
- Test fire alarm weekly.
- Arrange testing of workplace equipment. (e.g. Portable electrical equipment, fire extinguishers etc.)
- Arrange for statutory inspections to be carried out of plant, equipment and installations.
- Ensure a competent person has carried out a suitable and sufficient fire risk assessment, and recommendations have been actioned as required. Review as necessary.
- Have arrangements in place to telephone the emergency services as required in the event of an accident or incident.
- Ensure suitable arrangements are in place for the provision of first aid by a suitably competent person(s).



3.0 THE ARRANGEMENTS AND PROCEDURES

NPS Property Consultants Ltd recognise the importance of effective management of health, safety and welfare in order to promote a positive health and safety culture for the benefit of its employees and the company.

Specific arrangements are therefore necessary to enable the organisation to meet the objectives in the health and safety statement.

The extent of these arrangements needs to be proportionate to the risks to health and safety.

The risk, in some tasks, requires particular control measures, and a policy document has been prepared and forms part of this policy. These include:

- Working with asbestos.
- Working in confined spaces.
- Work at height.

3.1 Managing risk to health and safety

NPS Property Consultants Ltd has a statutory duty to ensure the health, safety and welfare of all employees, and other persons that may be affected by their undertaking, by eliminating or managing the risk so far as is reasonably practicable.

This will be achieved by means of risk assessment of:

- The workplace and working environment.
- The tasks, activities and systems of work.
- The plant and equipment being used.
- The handling, storage and transportation of articles and substances.
- Specified persons including young persons and expectant mothers.

Where there is a significant risk to health and safety, the hierarchy of risk control will be applied to eliminate the risk if, or to reduce the risk to a level as low as reasonably practicable.

3.2 Risk assessment

The methodology to be used is as follows:

- Identification of hazard.
- Identification of who is at risk.
- Assessment of likelihood of exposure to hazard.
- Identification of control measures to eliminate or reduce risk.
- Record findings.
- Review assessment and update if necessary.

A suitably competent person will carry out the risk assessment.

The risk assessment will be suitable and sufficient.

The control measures should be proportionate to the risk. Where there is a significant risk to health and safety, positive action will be required.

Where there is a low risk to health and safety, action will be a lower priority, although those at risk must be informed of the risks involved.

NPS Property Consultants Ltd has compiled the following risk assessments, which are made available to employees electronically within the business document management system:

- NPS/01 Hazardous Substances (Office)
- NPS/02 Noise
- NPS/03 Display Screen Equipment
- NPS/04 Exposure to Non - ionizing Radiation
- NPS/05 Confined Spaces
- NPS/06 Pressure Systems
- NPS/07 Emergency Procedures
- NPS/08 Work Equipment (Office)
- NPS/09 Work Equipment (Site)
- NPS/10 Manual Handling
- NPS/11 Personal Protective Equipment
- NPS/12 Driving at Work
- NPS/13 Stress
- NPS/14 Workplace (Specific)

Personal risk assessments will be carried out for the following as and when required:

- 1) Expectant Mothers
- 2) Young Persons
- 3) Lone Working
- 4) Disabled Persons
- 5) Work Station
- 6) Additional PPE

The Practice / Senior Manager shall be responsible for determining and arranging for personal risk assessments to be carried out.

Further local risk assessments may be required dependant on the physical characteristics of the workplace environment, the proximity to other hazardous activities / businesses or any specific or unusual tasks employees are required to undertake. The Practice / Senior Manager shall be responsible for determining and arranging for local risk assessments to be carried out by a suitably competent person.

Risk assessments will be reviewed by a competent person when:

- There is a change in the workplace, e.g. re-organisation of office.
- There is a change in personnel, e.g. new employee.
- There is a change in equipment.
- There is change in systems of work, e.g. the way in which the task is carried out.
- There are new statutory requirements.
- The indicated review period has been reached.
- Following an accident, incident or near miss occurrence.

When employees are visiting premises that are not under the control of NPS Property Consultants Ltd, they will be required to report to the manager responsible for the premises. All employees will be required to fully co-operate with the health and safety requirements of the premises or site they are visiting.

Where a method statement indicates that works should be carried out under the control of a "permit to work" system, a suitably competent person shall always issue the permit.

Control of substances hazardous to health

If any substances that may be hazardous to health are identified, a suitable and sufficient risk assessment shall be carried out by a competent person. Employees should to notify their line manager in the first instance, who will then arrange for the risk assessment to be carried out.

3.3 Consultation with employees

Consultation shall take place at team meetings when health, safety and welfare will be discussed as a standard agenda-meeting item. This will include:

- Any area of health and safety policy.
- Any issues relating to risk assessments, either existing or required.
- Any issues relating to emergency procedures.
- Any welfare related issues.
- Outcomes of accident or near miss investigations.
- The effect of any relevant new legislation.
- Progress towards the objectives in the health and safety plan.

Issues from the team meetings should be escalated up to senior managers for response or action.

3.4 Training

All employees will receive basic health and safety training relevant to their particular workplace. This will be in the form of induction training and will be given when employees commence employment within NPS Property Consultants Ltd.

Any further training needs of employees will depend on the duties being undertaken, as stated in the employees job description. These will be identified with the Practice / Senior Manager responsible when the employee commences employment, and then during annual appraisals with each employee.

The employee shall complete and submit a Training Request Form, for approval by their Practice / Senior Manager, before issuing to the Human Resources Department where the request will be actioned.

The Manager responsible for the premises will undertake training in carrying out workplace risk assessments for the specific workplace where they are based and any tasks undertaken by the employees of NPS Property Consultants Ltd.

All designers, as defined in the Construction (Design & Management) Regulations 2007, will undertake training to ensure they meet or exceed the suggested competency requirements, as detailed in the accompanying ACoP, to demonstrate they are considered competent to undertake the duty of designer.

All employees that may encounter asbestos containing materials will receive, as minimum, asbestos awareness training with periodic refresher training as deemed appropriate in accordance with the Control of Asbestos Regulations 2006.

Specific training is arranged for any employee, as deemed necessary, by the Practice / Senior Manager where it has been identified by the production of a risk assessment and / or method statement.

Employees are encouraged to request any training they may consider necessary to carry out their duties in a safe manner, at any time.

All formal training shall be evaluated upon completion to determine its effectiveness in meeting the identified objective.

3.5 Rules

Local rules may be applied to any premises in which NPS Property Consultants Ltd operate. These will be discussed with employee's representatives before being implemented, and should always be observed by all employees.

All employees will be notified of the rules, copies of which will be on notice boards in the premises to which they relate.

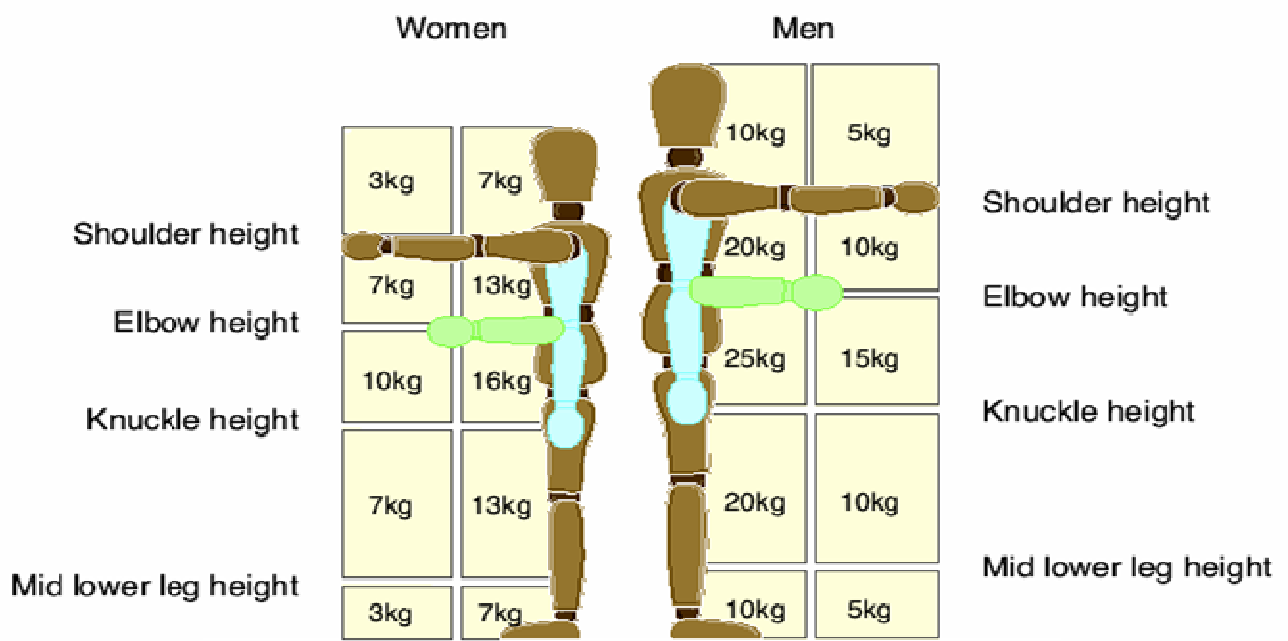
3.6 Manual handling

The manual handling of loads may result in injury and should be avoided, so far as is reasonably practicable.

Handling includes a load that has to be moved by pushing, pulling, lifting or rolling, moving a load over a long distance, or moving a load over rough terrain or on stairs.

Where this cannot be avoided, a suitably competent person must carry out a risk assessment, to determine a safe system of work.

The manual handling of loads must be determined to be within the capabilities of the individual. Please refer to the diagrams below for general guidance.



Please refer to the NPS Property Consultants Ltd Manual Handling Policy for further guidance.

3.7 Personal Protective Equipment (PPE)

Where risks to health and safety cannot be eliminated through other workplace controls then the employer has a duty to provide suitable PPE free of charge to employees.

NPS Property Consultants Ltd will issue the following PPE to all employees that may be required to visit sites:

- Suitable protective footwear.
- Head protection.
- A high visibility vest.
- A waterproof anorak.

Any other requirement for PPE identified through risk assessment or method statement will be provided as and when necessary from the HR department.

Additional PPE will be provided so as to ensure compatibility with other previously supplied items of PPE.

Please refer to the NPS Property Consultants Ltd PPE Policy for further guidance.

3.8 First Aid

First aid provision is provided at all office locations at an approximate ratio of 1 trained, competent first aider for every 25 employees.

All first aiders will be required to have completed the 4 day St Johns Ambulance First Aid at Work course which is then renewed every 3 years.

Details of First Aiders and their location will be detailed on central noticeboards in each location of operation.

First aiders will be responsible to ensure the first aid boxes are suitably equipped and maintained.

The Managing Director shall ensure suitable arrangements are in place to provide continuous first aid cover in the event of absences due to holidays, sickness etc.

3.9 Employee welfare and wellbeing

NPS Property Consultants Ltd employs the services of an occupational health advisor, who can be contacted via the HR Department.

NPS Property Consultants Ltd subscribes to BUPA Employee Assistance (Tel: 0800 269 616), an independent confidential counselling and advisory service, which may be contacted at any time for professional help and advice on work related or personal issues. Details are issued to all employees during their induction or found on posters on central notice boards.

Practice / Senior Managers have undertaken stress awareness training to enable them to recognise the symptoms of stress within their workforce.

As part of NPS Property Consultants Ltd wellbeing initiative fresh fruit is provided free of charge to employees in every office location.

If employees are unable to attend work through sickness or any other reason, they should telephone the HR Department or their line manager.

3.10 Emergency Procedures

Fire

A fire risk assessment has been carried out by a competent person, in accordance with the Regulatory Reform (Fire Safety) Order 2005, for every premise that NPS Property Consultants Ltd operates from.

Emergency evacuation procedures will be tested on a regular basis, in the form of an emergency evacuation drill, to ensure that employees are familiar with them.

Fire alarm systems will be tested on a weekly basis and the test result recorded.

If a fire is detected, raise the alarm and leave the building and go to the fire assembly point.

Employees should not use fire-fighting equipment unless they have received suitable training.

Bomb Threat

A bomb threat could be received by a telephone call or receipt of a suspicious package.

If an employee receives a bomb threat by telephone they should attempt to obtain as much information as possible. Please refer to the Bomb Threat Details Sheet in Appendix B.

As soon as the caller has rung off the employee shall report the incident to the Senior Manager who will arrange:

- 1) The evacuation of the building.
- 2) To contact the police.

If an employee receives a suspicious package they should not attempt to open it but leave it undisturbed on a flat level surface before reporting the incident to the Senior Manager who will then decide what further action to take.

When exiting the building employees shall ensure they move directly away from the building avoiding the need to walk near any windows and doors. To avoid confusion the assembly point for bomb threats shall be the fire assembly point.

Major Gas Leak

A gas leak could rapidly develop into a fire situation therefore the following immediate action should be taken in the event of a suspected gas leak;

- 1) Evacuate everyone from the effected area to a place of safety. ***On no account should the electrical fire alarm system be used to facilitate the evacuation.***
- 2) If possible and, without risking health or safety, extinguish all sources of ignition.
- 3) Do **not** turn electrical switches on or off.
- 4) Turn off the gas supply at the main isolation valve.
- 5) Open all doors and windows to fully ventilate the area.
- 6) Call Transco using a telephone away from the area of danger.
- 7) For major gas leaks call the Fire and Rescue Service by dialling 999.

For a gas leak in a fire situation the premises should be evacuated as per the fire evacuation procedures and if possible the gas should be shut off at the main isolation valve. The Fire and Rescue Service should then be called preferably using a telephone in another building or a mobile telephone.

The emergency notices for the NPS Property Consultants Ltd premise will be strategically placed on notice boards and adjacent exit routes. See Appendix B.

3.11 Reporting of incidents, hazards and near misses

All employees have a duty to report incidents, hazards and near misses immediately to their Practice / Senior Manager regardless of whether any injury or damage has occurred.

It should be stressed to employees that near misses provide valuable information for accident prevention and it is important that these incidents are reported to enable suitable action to be taken.

Practice / Senior Managers will arrange for appropriate action to be taken to eliminate or control the hazard.

If necessary, the Managing Director will arrange for an investigation to be carried out with specialist assistance from the nominated health and safety advisor.

3.12 Reporting of accidents

In the event of an accident, however minor, employees must report the details of the accident to their HR Department or their Practice / Senior Manager as soon as they are able.

Practice / Senior Managers should forward details of any such reports to the Group HR Department immediately.

The Group HR Department should record such reports on an Incident Report Form.

In the event of a fatality, major injury or an employee not being able to perform their normal duties for more than 3 days, including weekends, the HR Department should advise the Director responsible for health and safety, who will notify the Health and Safety Executive in accordance with the requirements of RIDDOR 95.

The Director will arrange for an accident investigation to take place by a suitably competent person.

The HR Department will compile a monthly record of accidents and sickness for consideration at the Management Board meetings.

Contractors employed on sites administered by NPS Property Consultants Ltd shall forward details of all RIDDOR notifications to the Contract Administrator on a monthly basis.

3.13 Communication of Information to Others

Visitors

All visitors to a premise under the control of NPS Property Consultants Ltd or its subsidiary companies will be required to sign in / out.

NPS employees receiving visitors to any premises under the control of NPS Property Consultants Ltd or its subsidiary companies will be expected to accept responsibility for the visitors personal health and safety ensuring they follow all of NPS Property Consultants Ltd health and safety procedures.

Health and safety information is communicated to visitors by strategically placed signage for action to be taken in the event of a first aid incident or an emergency evacuation.

Contractors

Any contractor employed to undertake work in any premise under the control of NPS Property Consultants Ltd or its subsidiary companies will be required to sign in / out.

Where necessary all relevant health and safety information will be communicated to contractors. This may consist of, but not limited to:

- Emergency Evacuation Procedures.
- Asbestos Management Plan and Asbestos Register.
- Health & Safety File, if one exists.

Prior to any contractor undertaking or being considered for works that will be administered by NPS Property Consultants Ltd they shall be subject to a pre-assessment of their health and safety management procedures and competencies. This shall be carried out by a suitably competent person (CDM-C) and recorded.

3.14 Compliance with the CDM2007 Regulations

NPS Property Consultants Ltd has an ISO9001: 2008 accredited procedure for ensuring that the company and employees thereof operate in full compliance with the Construction (Design & Management) Regulations 2007. The procedure consists of Work Instructions, Forms & Letters and Guidance Notes.

All NPS employed 'Designers', as defined by the CDM2007 Regulations, shall comply with Work Instructions CDM-D1 through to CDM-D4 for all construction works as appropriate.

All NPS 'CDM Co-ordinators' shall comply with Work Instructions CDM-C1 through to CDM-C9.

3.15 Management of external consultants employed by NPS

Where external consultants are employed by NPS Property Consultants Ltd, or any of their subsidiary organisations, measures are to be taken to ensure that they have satisfactory systems in place to manage health and safety, before they are appointed.

Consultants shall:

- Be CHAS registered, or
- Submit health and safety policy for approval
- Provide organisation and arrangements for communication with NPS
- Inform NPS of any enforcement action within last 3 years
- Provide evidence of competency of designers
- Demonstrate how they comply with Regulation 11 of CDM 2007

An inspection of the sub consultant's premises should be carried out to ensure that the above is being implemented.

3.16 Management of contractors

There are two situations that could exist:

- a) NPS is the employer of the contractor.
- b) The Client is the employer of the contractor, but the contractor is managed by NPS.

NPS is the employer of the contractor

When contractors are employed by NPS Property Consultants Ltd, or any of their subsidiary organisations, measures are to be taken to ensure that they have satisfactory systems in place to manage health and safety, before they are appointed.

Contractors shall:

- Be CHAS registered, or
- Submit health and safety policy for approval
- Provide organisation and arrangements for communication with NPS
- Inform NPS of any enforcement action within last 3 years
- Provide accident statistics for last 3 years
- Provide evidence of competency of employees
- Demonstrate how they comply with CDM 2007
- Provide evidence of how they manage sub contractors.
- Monitor and review health and safety performance

Competent persons will carry out random inspections of contractor's offices and sites to ensure compliance with their health and safety policies, and best practice. This information will be forwarded to the contractor, and an action plan requested if appropriate. A further inspection will then take place.

The Client is the employer of the contractor, but the contractor is managed by NPS

The Client is ultimately responsible for the performance of the contractor, but NPS also has a statutory and professional responsibility to the Client, and the contractor, as design consultant and project manager.

NPS shall:

- Advise the Client on the competency of the contractor.
- Advise the Client on the competency of designers employed by the contractor on the project.
- Ensure that there are satisfactory arrangements for communication with the contractor.
- Ensure the contractor is complying with their duties under CDM 2007.
- Monitor and review health and safety performance.
- Keep the Client advised on contractor's health and safety performance.

Competent persons will carry out random inspections of contractor's offices and sites to ensure compliance with their health and safety policies, and best practice. This information will be forwarded to the contractor, and an action plan requested if appropriate. A further inspection will then take place.

3.17 Prohibited works

Employees of NPS Property Consultants Ltd, and all subsidiary companies in the NPS Group, are prohibited from carrying out certain tasks on the grounds that the risk to their health and safety, and possibly others, is too high, and cannot be controlled or managed to a lower level.

The tasks are:

- Taking samples of asbestos containing materials for analysis.
- Any other works that may involve the disturbance of asbestos containing materials.
- Entering or working in “confined spaces”.
- Working at height where there is no protection from falls.

The only exception to the above rule is for employees that have undertaken specific suitable training, and are certificated to carry out the task safely.

3.18 Performance measurement

The health and safety performance of the company, its subsidiary companies, and any consultants and contractors they employ or manage, will be measured by means of active and reactive measures.

Active measures

This is the information gained from:

- Inspection of the workplace and work equipment.
- Observation of the tasks being carried out – how the workplace and equipment is used.
- Communication with employees to assess any information requirements or training needs.
- Audit of task – assess quality of output.
- Compliance with standards.

And measured against the requirements set out in the health and safety policy.

Reactive measures

Examination of data following:

- Accidents.
- Incidents.
- Ill health.

3.19 Review

The findings from the measurement of the performance will be used to inform any areas of the policy that require a review by management.

Appendices and Policies