



77 Elmers End Road, London, SE20 7UU . Tel: 020 8778 6111 . Fax 0208 778 5060 . Email: [general@ddclimited.com](mailto:general@ddclimited.com)

## **Davies Design and Construction Ltd - Health & Safety**

**For the full company Health and Safety Policy, please speak to the DDC Office**

### 1. About this policy

1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff and anyone visiting premises affected by our work.

### 2. Your responsibilities

2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

2.2 You should report any health and safety concerns immediately to the Office Manager.

2.3 You must co-operate with the company on health and safety matters, including the investigation of any incident.

2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

### 3. Information and consultation

3.1 We will inform and consult directly with all staff regarding health and safety matters.



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#### 4. Training

4.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.

4.2 Matt Owen will carry out Health and Safety audit visits and assist/advise on how we need to improve on sites but the onus is on each individual site to do all that is required from your side. If you are aware that your Health and Safety training needs renewing please contact the office.

4.3 Staff will be given a health and safety induction and provided with appropriate safety training, including manual handling, control of substances hazardous to health (COSHH), working at height, asbestos awareness, gas safety, electrical safety and the use of personal protective equipment (PPE).

4.4 If you feel that you are put in a position where you cannot meet the required safety rules for any reason then please contact Matt Owen in the first instance and ask for his assistance in getting this addressed as soon as possible.

#### 5. Equipment

5.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to the Office. Do not attempt to repair equipment unless trained to do so.

#### 6. Accidents and first aid

6.1 Details of first aid facilities and the names of trained first aiders are displayed in various relevant locations depending on the site.

6.2 All accidents and injuries at work, however minor, should be reported to the site foreman or the office manager and reported in the Accident Book which is kept on site or in the office.



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## 7. Fire safety

7.1 All staff should familiarise themselves with the fire safety instructions, which are displayed in various relevant locations depending on the site.

7.2 If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point notified to you.

7.3 Fire drills will be held at regularly and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

## 8. Risk assessments and measures to control risk

8.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks of health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control these risks.

8.2 Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.

8.3 The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSH) will be provided as necessary.

8.4 Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means.

## 9. Computers and display screen equipment

9.1 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.

9.2 Further information on workstation assessments, eye test and the use of DSE can be obtained from the Office Manager.



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9.3 We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases we will pay the cost of basic corrective appliances only.

9.4 We continue on an ongoing basis to review the assessment when the user or DSE changes.

9.5 The risks from DSE can be controlled using the following straightforward, controls:

- Workstation checklist assessments
- Forearms should be approximately horizontal, and the user's eyes should be the same height as the top of the screen;
- Make sure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements;
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing the windows or bright lights;
- Adjust curtains or blinds to prevent intrusive light;
- Make sure there is space under the desk to move legs;
- Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.
- Keyboards and keying in (typing)
  - A space in front of the keyboard can help you rest your hands and wrists when not keying;
  - Try to keep wrists straight when keying;
  - Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.
- Using a mouse
  - ❖ Position the mouse within easy reach, so it can be used with a straight wrist;
  - ❖ Sit upright and close to the desk to reduce working with the mouse arm stretched;
  - ❖ Move the keyboard out of the way if it is not being used;
  - ❖ Support the forearm on the desk, and don't grip the mouse too tightly;
  - ❖ Rest fingers lightly on the buttons and do not press them hard.
- Reading the screen
  - ❖ Make sure individual characters on the screen are sharp, in focus and do not flicker or move. If they do, the DSE may need servicing or adjustment;
  - ❖ Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room;
  - ❖ Make sure the screen surface is clean;
  - ❖ When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position;
  - ❖ Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).



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- Portable computers
  - ❖ The same controls will also reduce the DSE risks associated with portable computers, however, the following may also help to reduce fatigue, postural problems and problems with handling:
  - ❖ Consider potential risks from manual handling if users have to carry heavy equipment and papers;
  - ❖ Whenever possible users should be encouraged to use a docking station or
  - ❖ firm surface and a full-sized keyboard and mouse;
  - ❖ The height and position of the portable screen should be angled so that the
  - ❖ user is sitting comfortably, and reflection is minimised (raiser blocks are commonly used to help with screen height);
  - ❖ More changes in activity may be needed if the user cannot minimise the risks of
  - ❖ prolonged use and awkward postures to suitable levels.
  - ❖ While portable systems not in prolonged use are excluded from the regulations some jobs will use such devices intermittently and to support the main tasks.

X PP. R. K...

Signature

X OFFICE MANAGER

Job Title

X S. DAVIES

Name

X 26<sup>TH</sup> MAY 2022

Date