

# Health and Safety At Work Policy

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# Health & Safety At Work Policy

## Policy Statement

This statement of policy on health and safety at work is made in accordance with section 2(3) of the Health and Safety at Work, etc Act 1974 (UK) and section 12 of the Safety, Health and Welfare at Work Act, 1989 (Ireland) on behalf of Buro Happold Engineers Limited for employees in the UK, Buro Happold Limited in relation to projects and Buro Happold Consultants Limited for employees and projects in Ireland. For convenience in this document "Buro Happold" means all of these companies. Buro Happold regards the promotion of health and safety as an essential objective. Our policy is to provide and maintain, as far as is reasonably practicable, a safe and healthy working environment for all staff, visitors to our premises, guests, members of the public and contractors who may be affected by our operations. The main objectives of this policy are to:

- Provide a safe and healthy working environment including the provision and maintenance of all premises, plant, machinery, equipment and safe systems of work including facilities for the welfare of staff, visitors, guests, members of the public and contractors;
- Effectively manage and monitor our health and safety arrangements;
- Increase the awareness of all staff of their responsibility for the health and safety of themselves and others;
- Ensure a systematic approach to risk management;
- Provide adequate resources, including the provision of competent personnel, to enable the implementation and management of this policy;
- Provide information, instruction and training as necessary, to all who need it;
- Provide a route for communication on health and safety matters to external agencies such as enforcing authorities;
- Provide suitable arrangements for staff consultation on matters relating to health and safety.

Buro Happold also recognises that a good health and safety culture at work is the responsibility of everyone within the organisation and is not just a function of

management. Management has specific duties and responsibilities to comply with the letter and spirit of the policy. Staff, visitors and the general public also have a duty to take reasonable care of themselves and others who could be affected by their acts and omissions. Continual improvement in health and safety provisions will be sought and procedures and suggestions from employees to this effect will be welcomed and should be submitted to the Safety and Business Continuity Manager. Buro Happold will keep this policy up to date. To ensure this, the policy and its operation will be reviewed at least annually and amended as necessary. The policy may be reviewed more frequently in the light of significant changes in legislation or guidance.

The Chief Executive Officer and the Board fully endorse this Policy.



Gavin Thompson,  
Chief Executive Office  
January 2011

# Health and Safety At Work Policy

## Organisation and responsibilities

### ORGANISATION AND RESPONSIBILITIES

The organisation of Health and Safety at work within Buro Happold is described by the organisation diagram in Figure 1 below. The company has a regionalised structure, with Health and Safety issues in each region being the responsibility of the respective Regional Director.

#### Senior Management

The Main Board has overall responsibility for health and safety at Buro Happold and is responsible for ensuring that adequate resources are provided to meet the requirements of health and safety legislation.

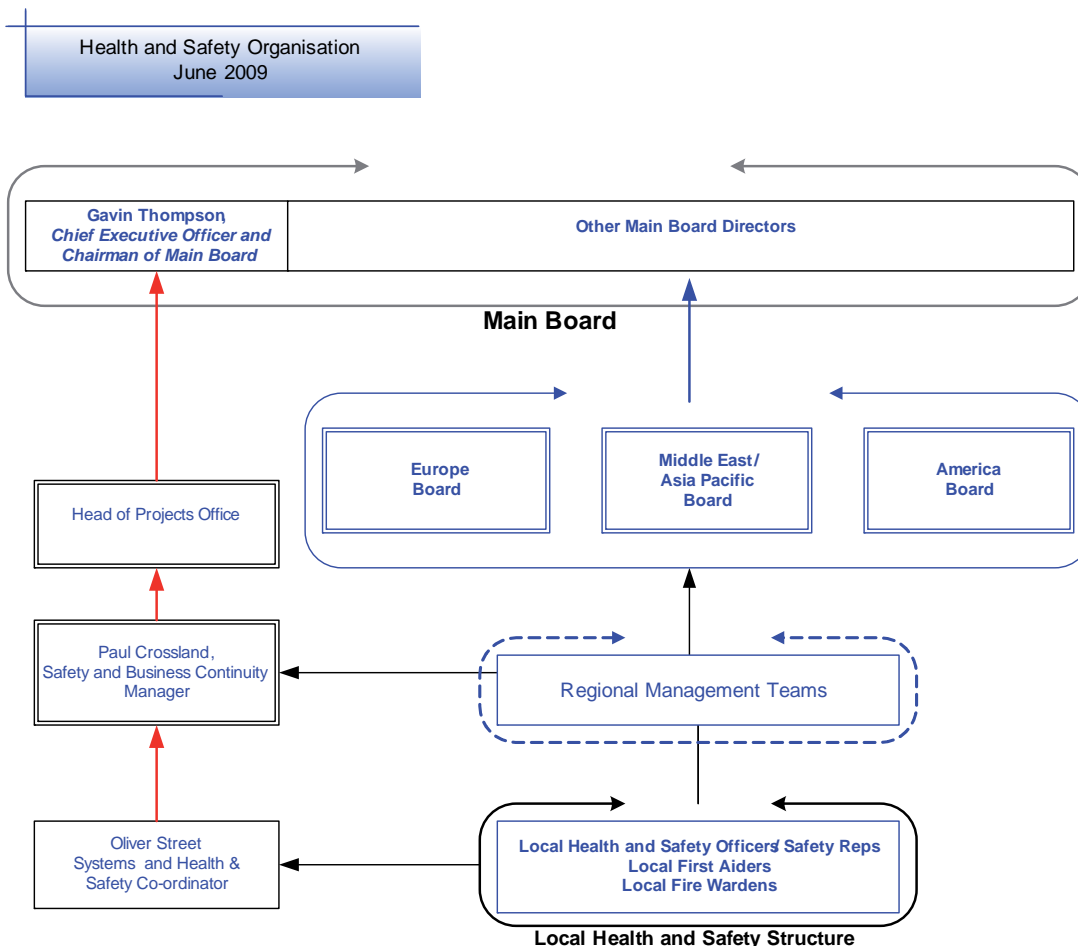
At Main Board level, the member responsible for health and safety matters is the Chief Executive Officer.

The Safety and Business Continuity Manager, who is responsible for co-ordinating the effective operation of this health and safety policy, reports to the Head of Project Office who in turn reports directly to the Chief Executive Officer.

All managers are responsible for ensuring high standards of health and safety in their areas.

#### Safety and Business Continuity Manager

The Management of Health and Safety at Work Regulations require employers to appoint a "competent person" who will assist in devising and implementing the measures needed to comply with health and safety legislation. The Board has appointed the Safety and Business Continuity Manager as its competent person to comply with this requirement.



3 Figure 1: Group Health and Safety Structure

His function is that of an adviser whose responsibilities include:

- Maintaining an up to date record or reference of current health and safety legislation, Health and Safety Executive (HSE) and other authoritative guidance and advising management, local health and safety officers and employees as appropriate on its implementation and of any significant changes.
- In liaison with the HR Department, monitoring the issue of Buro Happold Health and Safety information, reviewing it and advising any changes needed to the health and safety content.
- Maintaining and enhancing the Health and Safety intranet pages, ensuring that key information is available to staff including the Buro Happold Health and Safety Policy and guidance for staff in offices and visiting or working on site.
- Ensuring that the current Buro Happold Health and Safety Policy, fire action notices and first aid notices are accurate and displayed at appropriate places.
- Providing assistance to management with the instruction of all new employees on the company health and safety policy and procedures as part of their safety training during their induction programme.
- Advising on the frequency, content and requirements for health and safety training, monitoring its provision and providing assistance as required.
- Ensuring that risk assessments have been carried out in accordance with company guidance and advising management of the arrangements needed as a result of risk assessment findings.
- Ensuring regular audits and surveys are carried out in all departments and offices, noting any unsafe acts or conditions, making appropriate recommendations to management, supervisors and employees concerned.
- Carrying out an annual review of the company's health and safety activities and statistics for senior management and making recommendations.
- Advising on the suitability of protective clothing and safety equipment issued to employees.
- Making reports to the enforcing authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (riddor) 1995 and advising management of action taken.
- Ensuring that the location of accident books is known to all employees and that records are maintained of injuries and ill health requiring emergency treatment, accidents, accident investigations and actions taken on recommendations to prevent a recurrence.
- Ensuring that records are maintained of all necessary safety precautions and statutory requirements in offices including fire, asbestos, *Legionella*, lifts etc.
- Providing assistance and health and safety advice to staff completing prequalification and submission documents.
- Liaising with fire and health and safety inspectors from the enforcing authorities and ensuring records are maintained of correspondence and associated action.

### Local Health and Safety Officers

The Regional Management will appoint local Health and Safety Officers. They are responsible for ensuring that the Buro Happold Health and Safety Policy and procedures are implemented throughout their regional offices. These responsibilities include:

- Risk Assessment - Compilation and maintenance of office risk assessments – these need to be reviewed on a regular basis or when offices are reorganised or relocate.
- Fire - Carry out duties of fire officer responsible for checking fire routes, undertaking fire risk assessments, and for checking fire extinguishers and other fire fighting equipment. They are also responsible for arranging weekly fire alarm tests and annual fire drills where the office accommodation does not form part of a larger joint occupancy, in which case they must liaise with the landlord to ensure that this is done.

- First Aid – Ensure an appropriate number of qualified First Aiders is available. Ensure that all first aid boxes are monitored and maintained. Manage the site Accident Report book. Report all accidents to the Safety and Business Continuity Manager on a monthly basis. *Please note: all reportable accidents (under RIDDOR) should be reported immediately.*
- Display Screen Equipment Assessments – Review and arrange for actions from DSE self-assessments of staff in regional offices in consultation with the Safety and Business Continuity Manager, the Regional Director and local management.
- Portable Appliance Testing – ensure all portable electrical appliances are inspected or tested as required by company guidance, and labelled with date of last inspection and due date of next.
- Training / Awareness – identifying any training required, especially related to manual handling, DSE and site visits. Maintain awareness through emails, noticeboards, etc.
- Inform the Safety and Business Continuity Manager about, and involve him in, visits or correspondence from fire and health and safety inspectors from the enforcing authorities.
- Areas where special restrictions, training or authorisation may be required e.g. access into electrical switchrooms and compounds, areas of ground contamination, areas enclosed by barriers to control hazardous activities including overhead work.
- Typical site controls including authorised access, site rules and health and safety plans under the Construction (Design & Management) Regulations and equivalent controls for non-CDM projects.
- Health and safety matters specific to the particular site.
- The specific arrangements for communication on site if known, or if not known typical arrangements such as normal management communication routes and how to deal with or report any hazardous situation observed which could adversely affect the health, safety or welfare of persons on or near the site.
- Arrangements made for staff to receive site induction training before commencing any work on site must include site hazards and controls and emergency procedures for fire, first aid and accidents.

### **Resident Engineer**

The term Resident Engineer (RE) is applied to the senior representative of the designing or specifying organisation on a construction contract. In most cases, this is the Engineer's Representative under the ICE Conditions of Contract but, in the context of health and safety, the responsibilities could apply equally to a resident architect or clerk of works.

As the senior representative of the company on the site, the RE is responsible for the safety of their staff and, in addition, must use skill and judgement in preventing any errors or omissions from the drawings giving rise to hazardous situations. The RE is also expected to ensure that the employer's duties in law and their own are not compromised by the acts or omissions of the contractor.

The health and safety duties of a Resident Engineer include:

In many cases, the local Health and Safety Officer is also the local Safety Representative. See later for details.

### **Project Leaders**

Project Leaders are responsible for ensuring that precautions are taken to safeguard the safety of project staff when visiting sites by reviewing arrangements at an early stage and carrying out risk assessments if necessary. They are also responsible for ensuring that staff visiting sites have the necessary experience and training to carry out their work safely and that they are briefed on construction site safety procedures including the following:

- Typical construction site hazards and relevant control measures to prevent or minimise risk including risk assessments, method statements and the use of appropriate protective clothing and safety equipment.

- Ensuring that working places and access to and egress from them are safe for themselves and their staff.
- Ensuring that they and their colleagues have received suitable information and training in matters of safety including knowledge of legislation, codes of practice and guidance relevant to the works.
- Where appropriate, appointing a nominated site safety adviser with suitable terms of reference and informing the contractor.
- Making suitable and appropriate protective clothing and safety equipment available for their staff and ensuring it is properly used.
- Ensuring that staff (especially those with limited experience) are properly supervised.
- Ensuring that adequate first aid and welfare facilities are available for their staff and visitors.
- Carefully following all instructions on drawings or in contract documents relating to procedures that affect the health and safety of construction workers or anyone else.
- Communicating regularly with the principal contractor and, in particular, discussing any details or instructions on documents that require clarification.
- Administering the conditions of contract and especially the clauses relating to health, safety and welfare with due diligence; bringing to the contractor's attention in writing any hazardous situation that could affect the health and safety of anyone on or near the site; discussing site safety at regular progress meetings and recording items for action.

### All Staff

This policy applies to all work activities. The company has no responsibility for or control over the health and safety of staff when they are not deemed to be at work.

All staff are responsible for co-operating with the management to achieve a healthy and safe environment. They must take reasonable care of their

own safety and that of other people who may be affected by their acts or omissions, and report any health and safety problem which they may observe.

Whenever a member of staff notices a health or safety concern which they are not able to put right, they must report it immediately to the Safety and Business Continuity Manager and their immediate line manager.

If a member of staff has a serious and genuine cause for concern about a hazard which has been reported and not remedied, they must raise this with their immediate line manager.

All employees are required:

- To read and understand this Health & Safety Policy and carry out their work in accordance with its requirements;
- When working on site, to ensure that their behaviour and Personal Protective Equipment (PPE) meet the required safety standards set by the operator of the site;
- To report any defects in equipment or machinery immediately in accordance with administrative instructions;
- Not to try to use, repair or maintain any office equipment or machinery for which they have not received full instructions or training;
- To know the location of the first aiders;
- To know and follow the emergency procedure in the event of a fire or bomb threat etc;
- To communicate any near miss, accident or damage, however minor, in accordance with written administrative instructions;
- To communicate all necessary incidents of reportable illnesses and infectious diseases to their line manager;
- To ensure that corridors, office floors, doorways, etc., are kept clear and free from obstruction and to ensure that fire precautions are observed;

- Not to attempt to lift or move on their own, articles or materials sufficiently heavy to be likely to cause injury. Lifting should be carried out in accordance with current manual handling guidance;
- Not to attempt to grasp out-of-reach items by nature of their height on high shelves but instead to use steps or a properly designed kick-stool;
- To inform new employees and visitors of the local safety precautions;
- To set a personal example in all aspects of health and safety.

### **Safety Representatives**

The company has appointed Safety Representatives who meet quarterly and comprise members of the management and staff from each location and discipline within the company.

The responsibilities of the Representatives are to:

- Continuously review all health and safety legislation and regulations as they apply to all activities;
- Arrange the dissemination to staff of all information relevant to health and safety matters;
- Make appropriate representations on hazards, dangerous occurrences and accidents within their area;
- Raise issues relating to general health and safety matters;
- Attend Safety Representatives meetings quarterly.

The minutes of quarterly meetings are published internally on the company's intranet site.

### **Employment of Sub-Contractors / Sub-Consultants**

As part of Buro Happold's general duty of care to the general public, our clients and others affected by our operations, we shall ensure that any sub-contractors and sub-consultants whom we employ as part of our general operations are working to a Health and Safety standard at least as high as the one we demand of our own staff.

Each area of the business that employs sub-contractors and sub-consultants is required to undertake suitable and adequate measures to ensure that it employs only sub-contractors and sub-consultants who have passed a vetting process.

This vetting process is to focus on issues such as their health and safety management / quality management procedures / accident record / training records / and the level and scope of insurances held. Only those sub-contractors and sub-consultants who have passed this vetting process are to be used. Records of companies vetted and found to be passing or failing the process are to be recorded and maintained. Where consultants are to operate from our offices in a similar way to our own staff, they will be required to undergo similar training and assessment as our own staff; e.g. DSE assessments, Health and Safety induction training.

Contractors and sub-contractors will be required to submit health and safety risk assessments and method statements and appropriate training records for staff, along with similar risk assessments relating to their environmental impact, as required by the scope of our ISO 14001 certification.

# Health and Safety At Work Policy

## Arrangements for Health and Safety Management

### ARRANGEMENTS FOR HEALTH AND SAFETY MANAGEMENT

Employers are required to make an assessment of the principal risks to which their staff, and others, may be exposed in the course of their normal work.

The next two sections identify the main hazards that the work presents and summarises the controls that are in place to reduce the risk of these hazards causing harm so far as is reasonably practicable.

If any member of staff considers that they are exposed to a hazard not identified in this assessment, they should ensure that the Safety and Business Continuity Manager or their line manager is made aware of the details. This will allow the hazard to be incorporated into future revisions of the risk assessment, if necessary.

#### First aid

Buro Happold has adopted the Approved Code of Practice and Guidance issued by the HSE in support of the Health and Safety (First-Aid) Regulations as its standard for the provision of first aid facilities.

All staff should familiarise themselves with the location of their nearest First Aider who will be able to dispense items such as plasters and small dressings for cuts and bruises. Local procedures for contacting a First Aider are published at each location or office.

The company will maintain a level of first aid cover commensurate with its population and level of expected risk.

Where reasonably practicable, a room in each office will be dedicated as a First Aid room, for that purpose, and with suitable facilities.

#### Accidents

Should anyone sustain an accident which may require hospital or medical treatment the following individuals are to be immediately informed of the circumstances by telephone or fax. This is in addition to those reportable accidents covered by RIDDOR.

- (i) The Director in charge of the office.
- (ii) The local Health and Safety Officer.

The Safety and Business Continuity Manager should be contacted at the earliest practical opportunity. In consultation with the Health and Safety Officer immediate arrangements need to be made to prepare detailed notes, using the standard accident report form, of the event and gather appropriate evidence, take statements, photographs etc.

All accidents to be reported in the accident books on site, regardless of their severity.

#### Other Reportable Incidents

The Health and Safety Officer, or person responsible for the premises, will carry out an initial investigation of the incident, and advice will be sought as to further action to be taken.

Notes should be taken recording all relevant information which may have had an influence on the incident e.g. weather, lighting conditions, temperature etc.

All staff must ensure that any accidents that occur to themselves or visitors are notified to the local Health and Safety Officer. The details will then be recorded on an accident report form. Completion of the accident form is the responsibility of the Health and Safety Officer in consultation with the individual.

Should a member of staff sustain an injury at work which results in their being away from work for more than three days (including weekends), they should also report this directly to the Safety and Business Continuity Manager as soon as possible, as well as completing the accident report form as detailed above.

Under RIDDOR the Safety and Business Continuity Manager is responsible for ensuring that any reportable injuries, diseases or dangerous occurrences are notified to the Health and Safety Executive, Incident Contact Centre, which is the enforcing authority for health and safety legislation.

#### First Aid Organisation

The Safety and Business Continuity Manager in liaison with the HR Department will ensure that all first aid trained staff attend the relevant training and retraining courses to keep their certificate valid. Refresher training is provided on an annual basis.

It is the responsibility of each First Aider to maintain the contents of their first aid kit ensuring that any materials used or any item that has expired are promptly replaced.

### **Induction Training**

Line managers are responsible for ensuring that all new staff receive their basic induction in health and safety on their first day of employment (or as soon as possible afterwards) and for ensuring that a record is kept of this training.

Subjects covered as part of induction health and safety training will include the following:

- This health and safety policy;
- The company's organisation for health and safety;
- Accident reporting procedures;
- First aid arrangements;
- Fire procedures and precautions;
- General safety rules and safe working practices relevant to the local office.

### **Near Misses**

A near miss is an unplanned event that did not result in injury, illness, or damage but which had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage. The company understands the principle that controlling near misses can help effectively to control minor and even major accidents. All staff must ensure that any near misses that occur to themselves or visitors are notified to the local Health and Safety Officer at the earliest possible opportunity in order that the company can correct or repair any faults. A near-miss reporting form is available on the company intranet site.

### **Disabled staff and visitors**

The company will seek to comply with all relevant disability discrimination legislation in terms of employment issues and ensure that as far as is reasonably practicable, people with disabilities have equal levels of access to all facilities and services in buildings.

### **Fire Safety**

Fires or explosions produce five main hazards:

- Oxygen depletion;
- Flames and heat;
- Smoke;
- Gaseous products of combustion;
- Structural failure of the building.

Exposure to these hazards is minimised by the provision of fire risk assessments, undertaken by the company on an annual basis to keep abreast of changes in the operation of the buildings.

The Safety and Business Continuity Manager is responsible for ensuring the preparation and updating of emergency evacuation procedures and fire risk assessments and ensuring that they are brought to the attention of all staff. The local Health and Safety Officer will arrange for fire drills to take place in all buildings at least once in every six months other than in buildings where we have no overall control of the fire drills, due to shared occupancy.

Where applicable, the company will ensure that weekly tests of the fire alarm systems are carried out and that contracts are in place with appropriate suppliers for regular maintenance of the fire alarm systems and fire fighting equipment in all buildings.

All staff must ensure that they know the location of their nearest fire exits. They must know the emergency evacuation procedure and co-operate fully and immediately in any evacuation of the building.

A number of staff members have been nominated as Fire Wardens or deputies within each building. Their duties are to check every room and ensure full evacuation. Their names are displayed on all staff notice boards and in the Health and Safety pages on the intranet.

All have received instruction in Fire Warden duties and it is expected that their instructions will be followed without question.

## Working Environment

Buro Happold has adopted the Approved Code of Practice issued by the HSE in support of the Workplace (Health, Safety and Welfare) Regulations as its standard for the provision of a satisfactory working environment for all staff, visitors, contractors and the general public. In addition it has adopted the Guidance issued by the HSE in support of the Provision and Use of Work Equipment Regulations (PUWER) as its standard for the provision of work equipment that is, so far as is reasonably practicable, free from risks to health and safety. Ongoing monitoring of the condition of the working environment is carried out on a daily basis. In order to ensure that the premises are maintained in as safe a condition as is reasonably practicable, regular inspections of the premises are carried out, together with on-going monitoring and written risk assessments. All staff should report any hazards that they become aware of as soon as possible in order that they can be remedied promptly.

## Electricity

The consequences of contact with electricity are:

- Electric shock, where the injury results from the flow of electricity through the body's nerves, muscles and organs.
- Electrical burns resulting from the heating effect of the current which burns body tissue.
- Electrical fires caused by over-heating or arcing apparatus coming into contact with combustible material.

The local Health and Safety Officer will arrange for all portable electrical appliances on the premises to be inspected and / or tested by a competent contractor as part of a planned preventative maintenance regime. The results of these inspections will be recorded and any deficiencies put right in a timely manner. Electrical equipment that fails the inspection / test will be taken out of use immediately. The use of 4-way electrical extension leads is discouraged but these are available if it is considered to be the only practicable solution.

Arrangements for inspection and testing of the fixed electrical installation in the company's buildings are the responsibility of the local Health and Safety Officer.

Staff are not permitted to bring on to the premises any personal mains electrical equipment without the prior approval of the company. The equipment may then be required to undergo full portable electrical appliance checking.

## Personal Protective Equipment (PPE)

The company will adhere to the principles set out in legislation relating to the use of PPE, with the underlying philosophy being that PPE shall always be a last resort in terms of any hierarchy of control of Health and Safety hazards at work.

PPE is to be purchased through one supplier, in order that we can log the purchase of PPE and log this against an individual, so we know who has been issued with what. In the UK this supplier is currently Arco Ltd.

There will be no financial charge to the staff for any PPE issued to them which is required for their work activities, although the company reserves the right to restrict the range of PPE on offer to those we deem to be suitable and cost effective.

All PPE must meet local country standards as appropriate (e.g. "CE" marked where used in the European Union).

All PPE is to be issued to the individual for their sole and exclusive use, with the exclusion of hi-vis coats and waistcoats, where due to office space constraints, a selection of items in various sizes may be purchased for the use of the staff.

All PPE issued must provide suitable and adequate protection to the user. It is their responsibility to report any defects in the equipment so that it can be repaired / replaced immediately.

Any PPE that exceeds its "shelf life" or becomes worn or damaged through use to the point where it needs to be replaced, must be returned to the company for disposal, and new PPE will be issued to replace it.

People are different and some items of PPE will be found by an individual to be more comfortable than others. PPE that is uncomfortable will generally not be used, so we have made a range of similar products available to staff in order that staff use the equipment issued to them; e.g. a range of 4-5 types of eye protection, 5-6 types of workboots, etc.)

A page on the Health and Safety site of our company Intranet gives guidance and information relating to the selection, use, care and maintenance of PPE.

The current list of PPE suitable for occasional construction site visits (appropriate to most staff) is as follows:

- Hi-vis vest or waterproof coat
- Lace up boots (no slip-on "rigger" type boots will be allowed) with a protective midsole and toe protection
- Disposable ear plugs with a stated SNR of at least 28dB(A) boxes of these to be in each office
- Hard hats
- Eye protection in various forms (clear / darker for outdoor use/ over-spectacles, etc)
- Gloves suitable for protection against mechanical hazards such as splinters, plus chemical resistant gloves as appropriate\*
- Waterproof trousers as required\*
- Disposable respiratory protective equipment\*

\* = an assessment of the particular hazards and risks needs to be undertaken before any specialist PPE is selected and purchased.

PPE of different types will be required for work trackside on the railways. We defer to the Network Rail requirements for this particular PPE, and will ensure that any staff required to carry out work on the trackside (i.e. those covered by a PTS card) are issued with the correct PPE.

## **Welfare Facilities**

The company shall at all times, provide suitable and adequate welfare facilities to its staff. In addition, it shall comply at all times with local legislation relating to welfare standards in the work place (e.g. the Workplace (Health, Safety and Welfare) Regulations 1992 in the UK), and that the facilities required by any local regulations are provided, for example that sanitary conveniences are sufficient and suitable, adequately ventilated and lit and kept in a clean and orderly condition. Facilities will be readily accessible. We will work with landlords and other tenants (if our staff occupy space within a multi-tenanted building) to ensure that standards are maintained. Where we occupy space in a client's office, or other similar arrangement, we will work with them to ensure that standards are maintained.

Each office shall employ at least one person with Facilities Management responsibilities, and be charged with maintaining a high standard of construction, maintenance and repair, and good housekeeping and cleaning within the office.

All staff will be supplied with a suitable and adequate cold fresh water supply (either via bottled water or filtered and cooled mains water) and facilities for making hot drinks.

## **Consultation With Staff**

The company believes that its staff are its greatest asset. There is no union representation recognised within the company and so consultation is via local Health and Safety Officers for each office location in line (in the UK) with the Health and Safety (Consultation with Employees) Regulations 1996, or in many cases, with the entire workforce via email or intranet tools. Where the company proposes to make significant changes to its work practices, we will consult those employees in good time and, in particular, with regard to:

- the introduction of any measure at the workplace which may substantially affect the health and safety of our employees
- our arrangements for appointing persons in key roles

- any health and safety information we are required to provide to those employees by or under the relevant statutory provisions
- the planning and organisation of any health and safety training that we are required to provide to those employees by or under the relevant statutory provisions and
- the health and safety consequences for those employees of the introduction (including the planning thereof) of new technologies into the workplace

At any time a member of staff can consult the Safety and Business Continuity Manager or a local Health and Safety Officer on any Health and Safety issue that is of concern to them or a colleague.

### Display Screen Equipment (DSE)

Buro Happold has adopted the guidance issued by the HSE in support of the Health and Safety (Display Screen Equipment) Regulations as its standard for the provision of workstations and DSE which are, so far as is reasonably practicable, free from risks to health and safety. The Safety and Business Continuity Manager is responsible for ensuring that all workstations meet, or preferably exceed, the minimum requirements set out in the Guidance to the Regulations.

Staff must ensure that they follow any instructions or training given to them so that all work equipment is used safely and without risk to health. The main hazards which DSE work can present are:

- upper limb pains and discomfort;
- eye strain and headaches;
- fatigue and stress.

It is important to understand that the above problems can be reduced by good workplace and job design. All staff who are considered to be DSE users (as defined by the Regulations) will receive access to free eyesight tests on the basis set out in the Regulations. If most or all of the following criteria apply, the member of staff will be classed as a "user":

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment.
- The individual normally uses display screen equipment for continuous spells of an hour or more at a time and more or less daily.
- Fast transfer of complex information between the user and screen is an important requirement of the job.
- The performance requirement of the system demands high levels of attention and concentration by the user, e.g. where the consequences of error may be critical.

Users are eligible for a vision test on commencing employment and again as required. On request, HR will refer staff to a designated optometrist for a more comprehensive eyesight test; this will be at the company's expense. If the examination results in a member of staff being advised to wear spectacles exclusively for working on the screen, the company will contribute to the cost of basic spectacles.

### Manual Handling

Approximately one-third of all accidents at work arise from manual handling (the transporting or supporting of loads by hand or by bodily force). Most of these accidents cause back injury but hands, arms and feet are also vulnerable. It is the policy of the company to minimise exposure to manual handling hazards by:

- Risk assessing and training of appropriate staff;
- Purchasing equipment which is easier to move than available alternatives;
- Sub-contracting the heavy lifting of furniture and equipment to trained professional movers;
- Arranging for bulk deliveries of stationery, etc., direct to the offices;
- Providing mechanical aids for use by staff when accessing high-level shelving;

- Providing trolleys and equipment for the safe movement of large and heavy items around the building.

### **Work at Heights**

We do not envisage that any of our normal working operations will lead to staff being required to work at heights. However, were this suspected to be a risk factor (e.g. when visiting a construction site and access areas via scaffolding or ladders), then our project risk assessment process requires us to take adequate precautions and to record them on the appropriate document.

### **Driving at Work**

We encourage our staff to consider using public transport wherever reasonably practicable, as an alternative to driving. We also give guidance to staff with a view to encouraging sensible driving habits, such as taking breaks and sharing driving with colleagues wherever possible. We also advise staff to plan the length and timing of trips to avoid unnecessary risks, and to stay over rather than have excessively long days involving a lot of driving.

We also prohibit the use of mobile phones and other similar handheld devices whilst driving.

We have access to an online driver and role risk profiling tool, which we use to establish whether we have any issues with our drivers. So far this is indicating that we do not put excess pressure on our drivers, and that we are generally at low risk in terms of our drivers.

### **Hazardous Substances**

We do not envisage that any of our normal working operations will lead to staff being required to work with hazardous substances covered by the Control of Substances Hazardous to Health (COSHH) Regulations, other than a few low risk cleaning materials and glues. Local Health and Safety Officers are required to establish the range of substances that exist in their offices, and to assess the risks accordingly. The findings from these assessments are to be recorded and communicated to local first aiders, and to the Safety and Business Continuity Manager for central collation of the data.

### **Work in Clients' Offices**

Our staff will regularly be required to work in locations not under our control such as the offices of our clients or other designers / consultants. Under such circumstances, it is the responsibility of that member of staff to liaise with their client contact to establish the basic Health and Safety procedures for that location, such as the location of the emergency exits, the procedures for evacuation, names and locations of first aiders, etc. If at any time the member of staff feels that his/her safety is being compromised by poor local standards or arrangements, then he/she must report this to his client and to the Safety and Business Continuity Manager.

### **Work in Confined Spaces**

We do not envisage that any of our normal working operations will lead to staff being required to work in confined spaces. However, were this suspected to be a risk factor (e.g. building surveys of undercrofts or pipe runs in existing buildings), then our project risk assessment process requires us to take adequate precautions and to record them on the appropriate document.

### **Young Persons and Work Experience**

When taking on a young person (under 18 years of age) as part of work experience or for any other purpose, we need to take into account the following:

- All people are at particular risk of injury in the first six months of a job as they may be unaware of existing or potential risks. Young people will be in this category.
- Young people may lack experience or maturity or may be unaware of how to raise health and safety concerns.
- They may not have reached physical maturity and therefore lack the strength demanded of them.
- They may be eager to impress or please people with whom they work.

These and other factors may influence their behaviour in such a way that they make themselves more exposed

to risk than is necessary. The Management of Health and Safety at Work Regulations 1999 require that young people are protected at work from risks to their health and safety which are a consequence of the following factors:

- Psychological or physical capacity
- pace of work
- temperature extremes, noise or vibration
- hazardous substances
- lack of training and experience

There is no need for managers to carry out a new risk assessment each time they employ a young person, as long as the current risk assessment takes account of the characteristics of young people and activities which present significant risks to their health and safety. In carrying out the risk assessment managers should identify the measures needed to take to control or eliminate health and safety risks. In many cases it will be clear that the risks to young people are adequately controlled if other specific health and safety laws are being complied with.

- Any site visit needs to follow a risk assessment by an experienced person
- Any site visit needs to be supervised by an experienced person.
- Any site visit and risk assessment needs to be approved by the school / college and by the Principal Contractor of the site to be visited. Many contractors are very wary of allowing young people on site and they may veto it.

### **Work on Rail Infrastructure**

The company will comply with any and all relevant Network Rail and / or Transport for London standards when working on the UK rail infrastructure. We have put in place specific procedures for managing rail work (including trackside activities) to this end. Any staff that are required to work on rail projects will enter into a health and safety regime which is more rigorous than that applying to non-rail activities. This will entail

(amongst other things) random drugs and alcohol testing, and passing a Personal Track Safety (PTS) test.

# Health and Safety At Work Policy

## Occupational Health and Hygiene

### OCCUPATIONAL HEALTH AND HYGIENE

The HR Department advises on all matters relating to the effect of health at work. The aim is to assist in the prevention of ill health and to advise on the promotion of health in the workplace. The company has published a separate Occupational Health policy, which should be read in conjunction with this document.

The services provided are outlined below.

### Maintenance of Medical Records and Confidentiality

All medical records are strictly confidential. Medical information about an individual may only be disclosed to any third party with the express written consent of the individual. The wording in any reports about staff from the HR Department will be confined to functional terms such as "fitness for work".

### Pre Employment Health Assessments

Prospective staff will be asked to complete a pre-employment health questionnaire. Candidates may be required to attend pre-employment medicals where necessary. This information will be treated in confidence. The questionnaire will be assessed by the HR department with referral to an external Occupational Health physician if appropriate. The pre-employment health questionnaire will form part of the confidential health record.

### Health Screening and Surveillance

In addition to completing the pre-employment health questionnaire, staff in some areas of work may be required to have a follow-up assessment by an external Occupational Health provider to establish a baseline against which to monitor their health; e.g. a history of noisy work may require an audiometric examination prior to starting work, to establish a baseline of existing Noise Induced Hearing Loss.

### International Travel

Many of our staff are frequent international travellers, at times visiting countries that are deemed to present a higher risk than their home country, for various reasons. We have a system in place whereby any intended travel to countries to which the UK Foreign

and Commonwealth Office website (<http://www.fco.gov.uk>) advises against travel, is examined by the company before any travel is agreed to. If the outcome of this process is the conclusion that travel is not appropriate, then the person(s) will be informed that they will not be required to travel at that time, until the situation improves sufficiently for the risk to be reduced to a level acceptable to the FCO and ourselves.

### Travel Health Service

In the event that a member of staff suffers serious medical problems abroad whilst on business, an Emergency Assistance Service will be provided by International SOS. Their contact details are as follows:

- Telephone: +44 (0) 20 8762 8528.
- Fax: +44 (0) 20 8748 7744
- Email: [1lonops@internationalsos.com](mailto:1lonops@internationalsos.com)
- Web: [www.internationalsos.com](http://www.internationalsos.com)
- BH Policy No: RTT2949/PAGAS00234

International SOS operates 24 hours a day, 365 days a year.

International SOS in conjunction with the attending local medical practitioner will co-ordinate the most suitable and practicable solution to the medical problem and/or repatriation arrangements. Each international traveller should obtain a card giving these details, which they should keep on their person whilst travelling, from their local Business Manager.

### Return To Work Following Sickness Absence

Where members of staff have been absent on long-term sickness absence, the HR Department will wish to interview the individual on his or her return in order to ensure that the individual is fit to return to work and whether any modifications are necessary to their work or workplace to aid rehabilitation.

### New And Expectant Mothers At Work

Legislation requires employers to take particular account of risks to new and expectant mothers in the workplace. Staff are required to inform HR if they are pregnant,

breastfeeding or have given birth within the last six months. This will enable them to carry out suitable risk assessments. It is important that all expectant mothers contact HR early in their pregnancy so that a risk assessment can be performed.

Hazards that are assessed are physical, biological and chemical agents, processes and working conditions which may affect the health and safety of new or expectant mothers. If a significant risk is identified, advice will be provided by HR.

### **Health Promotion**

From time to time the company will promote lifestyle and healthy living initiatives which is considers to be appropriate to its staff.

### **Work Related Health Issues**

Members of staff who are concerned that they are experiencing health problems which could be related to their work are encouraged to discuss the matter with their manager or the HR Department who will advise action to be taken.

### **Stress**

The company is committed to maintaining a healthy and safe working environment for all staff and places a high value on their well-being. It recognises that workplace stress can be a health and safety issue and that its duty of care extends to mental health as well as physical health at work. The company is therefore committed, wherever possible, to identifying and reducing workplace stressors and creating a safe and healthy working environment. Further guidance on stress is available in the Occupational Health policy.

### **Smoking**

Buro Happold's business premises, whether managed, leased or owned, are no smoking premises and smoking is prohibited in all areas of the workplace at all times with no exceptions. A full copy of the Smoking Policy is attached as Appendix 1.

### **Noise**

We do not envisage that any of our staff or any of our normal working operations will lead to exposure to

levels of noise defined in the Noise at Work Regulations. However, were noise to be suspected of being a risk factor (e.g. during a visit to a large construction site or noisy plantrooms) then our project risk assessment process requires us to take adequate precautions and to record them on the appropriate document.

# Health and Safety At Work Policy

## Appendices

### Appendix 1: Smoking Policy

#### General Statement

This policy is intended to ensure that all staff and visitors to Buro Happold premises benefit from a smoke-free environment. This includes not only the smoking of tobacco in all forms, but also the smoking of herbal substitutes. The policy is not concerned with whether people smoke, but with where they smoke whilst at work. Buro Happold is committed to protecting the health and safety of all its employees.

#### Smoking Restrictions

Buro Happold's business premises, whether managed, leased or owned, are no smoking premises and smoking is prohibited in all areas of the workplace at all times with no exceptions. For the purpose of this policy "premises" is defined as any building or substantially enclosed workspace area occupied by one or more employees. Smoking is prohibited in meeting rooms, waiting areas, corridors, lifts, stairwells and toilets. There is a 5m exclusion zone surrounding all entrances to Buro Happold's premises and Fire Exits. This restriction applies at all times, including outside normal working hours.

Appropriate signs are displayed at all entrances to the premises and employees should tactfully remind visitors of the policy. All visitors, temporary staff, contractors and clients will be required to abide by the terms of the smoking policy. Any concerns employees may have regarding smoking at work should be reported immediately to their Human Resources representative so that corrective action can be taken if necessary.

#### Vehicles

Smoking is not permitted in vehicles belonging to or leased by Buro Happold nor an employee's private vehicle if it is ever used to carry other employees or clients during the course of their daily duties.

#### Non-Compliance

Employees who are found to be smoking in the workplace in contravention of this policy will be subject to disciplinary action in accordance with the company's Disciplinary Procedure. A breach of this policy will be treated as a serious disciplinary offence, particularly

where either the employee refuses to comply with the instruction to immediately refrain from smoking or they are a repeat offender. Where smoking constitutes an immediate health and safety hazard, such behaviour will be treated as Gross Misconduct and could render the employee liable to summary dismissal.

If a client, customer, contractor, agency worker or supplier does not comply with this policy, they will be warned that they are committing an offence, requested to immediately refrain from smoking and if they refuse, they will be asked to leave, or will be escorted from the premises.

Those who do not comply with the smoking ban are also liable to a fixed penalty fine and possible criminal prosecution and they expose Buro Happold to similar action.

#### Communication

The HR department will be responsible for informing all job applicants of this rule before interviews or offers of appointment are made or accepted. All employees are reminded to inform visitors under their responsibility of the no smoking policy at Buro Happold.

### Appendix 2: Misuse of Alcohol and Drugs Policy (Excluding Rail-Based Activities)

#### Introduction

It is the duty of the company under the Health and Safety at Work Act 1974 to provide a safe, healthy and productive working environment for all employees, contractors and visitors. The company also has an obligation under the Management of Health and Safety at Work Regulations 1992 to assess the risks to the health and safety of our employees.

The company recognises that alcohol and drug abuse related problems are an area of health and social concern. It also recognises that a member of staff with such problems needs help and support from his / her employer. The company also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. The company has a responsibility to its employees and customers to ensure that this risk is minimised.

Accordingly, company policy involves two approaches:

- a) Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
- b) Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug abuse problem does not exist or (2) where treatment is not possible or has not succeeded.

The company has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy the company will seek both to assist a member of staff in obtaining such specialist help, and to protect his/her employment.

### Definition

**Alcohol abuse** is defined as any drinking, either intermittent or continual, which interferes with a person's health, social functioning and/or work capability or conduct.

**Drug abuse** is defined as the taking of an illicit or other chemical substance into the body in an unprescribed manner.

### Assistance for a Member of Staff

The company will, where possible, provide the following assistance to a member of staff:

- Helping the member of staff to recognise the nature of the problem, through referral to a qualified diagnostic or counselling service.
- Support during a period of treatment. This may include a period of sick leave or approved other leave, continuation in post or transfer to other work, depending upon what is appropriate in terms of the staff member's condition and needs of the company.
- The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable, in either the employee's own post or an alternative post.

The company's assistance will depend upon the following conditions being met:

- The company Approved Doctor diagnoses an alcohol or drug abuse related problem.
- The member of staff recognises that he/she is suffering from an alcohol or drug abuse problem and is prepared to co-operate fully in referral and treatment from appropriate sources.

The company and its employees must recognise the following limitations to the assistance the company can provide:

- Where a member of staff fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt with through the Disciplinary Procedure.
- If the process of referral and treatment is completed but is not successful, and failure in work performance or behaviour occurs, these will be dealt with through the Disciplinary Procedure.
- A member of staff's continuation in his/her post or an alternative post during or after treatment will depend upon the needs of the company at that time.

### Disciplinary Action

In line with the company's disciplinary rules, the following will be regarded as serious misconduct:

- Attending work and/or carrying out duties under the influence of alcohol or drugs. (Under the influence, in respect of this policy, is the inability to carry out duties in a professional manner to the standards expected by the company due to the intake of alcohol or drugs).
- Consumption of alcohol or drugs whilst on duty (other than where prescribed or approval has been given e.g. at formal gatherings where alcohol is provided by the company).

Breach of these rules will normally result in summary dismissal, and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied.

Where a breach of these rules occurs, but it is established that an alcohol or drug abuse related problem exists, and the member of staff is willing to co-operate in referral to an appropriate service and subsequent treatment, the company will suspend application of the Disciplinary Procedure and provide assistance as described above. Staff who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subjected to the application of the Disciplinary Policy.

### **Working on Site**

The above policy will apply when staff are working on site. Staff should however be aware of the extra safety implications that working on site can pose and make themselves aware of any extra restrictions and policies imposed when visiting sites not owned by Buro Happold.

### **Appendix 3: Site Visits**

When visiting sites the following must be observed:

- Individuals visiting sites are, ultimately, responsible for their own safety. The site owner or contractor is responsible for advising of risks associated with the process or the premises but the individual must be aware of reasonable precautions, and should ask the site owner or contractor whether any special steps need to be taken prior to attending the site, if practicable.
- Individual offices may need to devise a strategy for those who are required to visit properties or premises for surveys or inspections. The following is guidance on a suitable procedure:
  - Advise your manager / colleague(s) / secretary (as appropriate) where you are going and when you expect to return.
  - Details of all site visits, together with an estimated return time and contact name / telephone number should be communicated to your colleagues via your Group Co-ordinator.

- If your time of return is altered this should be confirmed by telephone back to a colleague.
- Take extra care when inspecting empty premises or premises in bad repair. Under no circumstances should lifts be used in these buildings.
- Care should be taken to avoid rotten wooden floors / staircases, loose electrical wiring etc.
- If you are inspecting a dangerous property or are unsure about the contact you are meeting outside the office you must arrange to take a colleague with you.
- At all times, make sure that your actions do not put you at undue risk.
- Particular consideration must be given to the safety of female employees who are visiting sites unaccompanied. Women should take special care when leaving offices or attending appointments after dark and remain on guard when travelling on public transport late at night, or in remote places.

#### **Procedure for construction and demolition sites:**

- When visiting sites or premises under construction, refurbishment or demolition, always report to the main contractor or person in overall control, upon arrival at the site.
- Always wear personal protective equipment appropriate for the task to be undertaken, which should include but not be limited to a safety helmet and safety footwear. Many contractors are now insisting on suitable gloves and eye protection, and hearing protection will also be required if the site is carrying out noisy operations.
- Use any additional protective clothing or equipment specified by the main contractor and follow any site-specific safety rules.
- Take great care when taking vehicles off the public highway onto un-metalled roads.
- Take care when approaching excavations, and keep away from any unprotected edges.

- Beware of mobile plant, dumpers, graders and excavators. The operator may not have full visibility or be able to stop quickly in an emergency.
- Do not use any scaffold or other means of access which does not appear to be safe.
- Report any accident or potentially dangerous incident involving yourself, to the contractors and to your line manager.

#### Appendix 4: Portable Appliance Testing

The Electricity at Work Regs 1989 state that we need to assess the risks attached to our electrical equipment. Our policy and procedures follow the guidance below:

Desktop PCs purchased from any major supplier will come with their equipment already checked and tested at the factory. All we (our IT department, in this case) need to do is to carry out a visual inspection before first use, to make sure the cables are not cut, snagged or otherwise damaged. They can then be plugged into the mains. If this PC is not moved during its lifetime, it does not need to be checked or inspected, unless there is reason to suspect that the cables have become damaged.

If it is moved due to a relocation to another building or another floor, then the cables should be visually inspected prior to reuse.

Staff are to be made aware that they need to carry out regular inspections to check for damage and to act accordingly if they suspect anything. Small items such as mobile phone chargers should be visually inspected as above.

The above principle applies to photocopiers, printers, microwave ovens, coffee vending machines, faxes and other multi-use devices that are not moved frequently.

Devices that are habitually moved, or are at risk from damage through normal use such as mains electric drills, fan heaters, vacuum cleaners, floor polishers, and cables / transformers for laptop PCs need to undergo a visual inspection before every use, to make sure the cables are not cut, snagged or otherwise damaged. These should

undergo a full PAT safety test using specialist equipment, at least once a year.

Each regional office may benefit from keeping a small stock of healthy, tested leads and laptop power packs, so that in the event of one being found to be damaged, it can be exchanged for a safe one immediately, and the suspect one taken out of service.

In addition, we are required to test the electrical safety of the 13 Amp circuits in our buildings. This MUST be carried out within the 5 year cycle as defined by the Electricity at Work Regs 1989. Depending on circumstances / lease arrangements, this is often done via the landlords.

#### Appendix 5: Use of Mobile Phones While Driving

##### Safety Risks from the Use of Mobile Phones

There is little scientific evidence currently (August 2008) to support the view that using mobile phones causes any ill-health effect as a direct result of having a radio-wave generating device close to the head. This said, the industry is a new one, and it may take some while for long term effects to show themselves in the general population, so we should all be cautious, and should aim to minimise the use of mobile phones as far as is reasonably practicable. The company Safety and Business Continuity Manager will continue to monitor the published advice, and if the guidance changes, we'll amend our guidance accordingly.

Over the past few years, scientists have developed a so-called Specific Absorption Rate (SAR) value, determined for mobile phones. The value describes the absorption of thermal energy into human head. The tests assure that the maximum limit of 2 w/kg averaged in 10gms of Tissue (ICNRP) is not exceeded. To find your particular model, check out <http://www.sarvalues.com/eu-complete.html>

##### Use of mobile phones whilst driving on company business

Of much more concern is the fact that it is illegal to drive a vehicle and use a hand held mobile phone or similar device in over 30 countries including the UK. This

includes Blackberry and XDA-type devices and any hand held device that can be used for sending or receiving spoken or written messages, sending or receiving still or moving images or providing Internet access. Hands-free car kits are also a distraction and you risk prosecution for not having proper control of a vehicle if the police see you driving poorly while using one.

In the UK, if you accept a roadside fixed penalty notice from the police, you will receive 3 points on your licence and a fine of £60. If a case goes to court, in addition to points, you could face discretionary disqualification on top of a maximum fine of £1,000.

Buro Happold advises all staff to switch to voicemail before starting a car journey.

### **Some Useful FAQs**

#### **What's wrong with using a mobile phone while driving?**

It is dangerous because a telephone conversation (or texting) distracts from the mental concentration needed to drive safely. You put yourself, your passengers and other road users in danger.

- Research has shown that driver's reaction times are up to 50% slower than normal when driving and using a mobile phone.
- It also shows that your reaction times are 30% worse than when driving under the influence of alcohol.
- Other research suggests that if you are using a mobile phone while driving you are four times more likely to have a crash.

#### **Is a driver allowed to use any other equipment like a hands-free mobile phone? Why don't you just make it illegal to use all mobiles when driving?**

The use of a hands-free phone or other equipment is not specifically prohibited because it is difficult for police to see it in use. But if you drive poorly because you are distracted by a phone conversation for example, then the police can prosecute for failing to have proper control of the vehicle. The same penalty applies as for hand-held phones - 3 points and a £60 fine.

If there is an incident or a crash, the use of any phone could be justification for the charges of careless or

dangerous driving. The penalties on conviction for such offences include heavy fines, endorsement, disqualification and, in serious cases, imprisonment. Courts are taking a serious view in such cases.

#### **How can a police officer prove that I was on my hands free / mobile?**

If you drive badly and a police officer suspects you have been using your phone he can stop you and seek a reason for the poor driving. If it goes to court, your phone records can be checked to determine whether you were using your phone.

#### **When is a driver allowed to use a hand-held phone?**

There is an exception for calls to 999 or 112 in a genuine emergency where it would be unsafe or impractical to stop.

#### **What if a mobile phone in my car rings?**

Let it ring and return the call when you are able to park in a safe place such as a lay-by or motorway service station car park. Buro Happold advises all staff to switch to voicemail before starting a car journey.

#### **What if I phone someone who is driving?**

Once you realise, say you will phone later and hang up.

#### **What counts as driving?**

Driving is using a motor vehicle on the road and can include when a vehicle is stopped at traffic lights or during a traffic hold-up. Therefore you should not use that time to make or receive a call. Park safely and then use the phone (but not on the motorway hard shoulder). A road is legally defined as any road to which the public have access, this includes a car park.

#### **Must I switch off any phone in my car?**

No. Passengers may want to use a phone. If you are driving on your own, we advise that if you do not switch your phone off, you should switch it to voicemail, message service or call diversion and ring back when you are safely parked.

#### **What about employers?**

The requirement for an employer to assess risks applies to employees driving at-work. Employers could be liable to prosecution if they require or allow employees to use a mobile phone while driving for work. Remember that all phones affect concentration. Using one could put employees driving at-work, and others, at risk.

**By doing any of the following you are breaking the law:**

- Holding a mobile phone on your person by any means while driving.
- Holding a mobile phone anytime a car's engine is switched on, even if the car is stationary, whether to make or take calls, send text messages or any other function.
- Causing or permitting anyone else to use a handheld mobile phone while driving.

Exceptions to the law include:

- Dialling 999 or 112 in response to an emergency and cannot stop safely to make a call.
- 2-way radios are not covered by this offence but other devices for sending or receiving data like navigation aids, personal digital assistants (PDAs) or other computer equipment are covered by the offence if they are being held while driving.

**Appendix 6: Occupational Health Policy**

This is a separate document, and is available from the company intranet site for staff, or upon request to the Safety and Business Continuity Manager, for those external to Buro Happold.