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Updated: 18 September 2017

Health and Safety Policy

Part 1: Statement of Intent

This health and safety policy together with its appendices (including risk assessments and control measures) shall be referred to hereinafter at "the Policy".

The Policy pertains to Evans House Limited ("EHL"). EHL is a commercial lettings business based in Warrington, within a former industrial factory building comprising of four floors made up of around circa twenty three separate business units occupied by a number of commercial tenants ("the Premises").

The EHL Management Board ("the Board") comprises three directors and the company only employs one person; a part-time bookkeeper. EHL engages and sub-contracts to other specialist contractors, as and when required, such as building contractors, security and cleaners.

The office is open on Thursday afternoon from 12:00pm to 5:00pm when the bookkeeper is present. Two directors can often be present on Premises during the working week and are also contactable 24 hours a day by telephone and email. The cleaning contractors are usually on Premises from 8am until 11am Monday to Friday. Security contractors are on the Premises for a total of four patrols throughout the night.

To reduce risks to health to:

- The health, safety and welfare of its employees; and
- The health, safety and welfare of its non-employees, including tenants, visitors, contractors and members of the public;

EHL remains fully committed to ensure that, in so far as reasonably practicable:

- **Accidents and work-related ill health incidents** are prevented;
- **Machinery, plant and equipment** is provided and maintained in a safe condition;
- Arrangements for handling, storage and transport of **harmful articles and substances** are put in place;
- Appropriate **resources, information, instruction, training and supervision** are provided;
- The **workplace** under the control of EHL is maintained in a safe condition;
- Any point of **access or egress** is maintained in a safe condition;
- The working environment is safe and has adequate **facilities for welfare**;
- All **work activities** are conducted in safe manner;

- Any incidents or near misses are **investigated** and acted upon appropriately; and
- There are suitable and sufficient arrangements for the continued **review and monitoring** of this policy which forms the basis of the H&S management system.

As to the organisation of this Policy, it should be noted that EHL's main activities fall into the following activities:

- Office/administrative work;
- Cleaning; and
- Maintenance/construction work.

There are multiple hazards that would apply to different scenarios within each of the main activities. Rather than prescribe each potential scenario wherein a hazard may arise, which would result in a voluminous Policy, the hazards will be grouped for ease of reference. If a new situation or material change in circumstances were to arise, this Policy shall be reviewed and updated as appropriate.

It should be noted that EHL is a small family run business with limited resources. Accordingly, in the interests of reasonable practicability and ensuring interested parties engage with the Policy and its aims, there will not be a heavy reliance on paperwork. Therefore it will not always be required for a written risk assessment to be produced for a specific new risk, so long as the risk has indeed been assessment by the appropriate person.

Similarly, this Policy and its appendices provide guidance on health and safety compliance. If, having regard to this Policy and its appendices, the appropriate person and/or other relevant persons (e.g. contractors having discussed the matter with the appropriate person) decide to deviate from it with good reason, then this shall be acceptable. In other words, EHL does not intend on creating a prescriptive set of rules with which to ensure compliance.

Part 2: Responsibilities

The Board retains overall, collective responsibility for health and safety, and for managing and ensuring that this Policy and its arrangements are effectively implemented across its business and operations.

David Evans has day-to-day responsibility for overseeing health and safety and ensuring that this Policy is implemented.

All employees, tenants and subcontractors have responsibility for and duty to:

- Appreciate the hazards and risk on the Premises and actively help to manage them;
- Actively contribute to the positive health and safety culture, Policy and accompanying control measures;
- Attend appropriate training courses;
- Utilise any safe systems of work referred to in this Policy;
- Be aware of the effects of their work, which may give rise to risk of harm to others;
- Do not take part in horseplay which may result in injury;
- Wear all protective equipment and clothing necessary;
- Maintain all equipment used in a safe condition; reporting any defects to an appropriate nominated person;

- Use only correct tools, plant and machinery for their correct purpose;
- Do not use any defective equipment or otherwise deviate from this Policy without having adequately considered the risk of doing so;
- Have regard to this Policy (together with any ancillary risk assessment, control measure, emergency procedure and guidance referred to therein);
- Co-operate with supervisors, managers and Directors on any health and safety matters;
- Not to interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own employees' and visitors' health and safety; and
- Report all and health and safety concerns to EHL via the website, by phone or in person.

EHL has also engaged/sought the advice of the following external health and safety advisors for consultancy services in specific policy areas:

- Simply Comply;
- Fire Island Protection Limited;
- Preston Fire and Security;
- AD Sprinkler Protection Limited;
- Warrington Fire Authority;
- Thurra Limited;
- Arc Elevators Limited;
- EA Foulds Limited;
- ACR Associates Limited; and
- Advanced Water Technologies Limited

Part 3: Arrangements

EHL will seek to fulfil the aims of this Policy by:

- Producing risk assessments and completing any actions arising out of those risk assessments;
- Reviewing this Policy annually, or earlier if material changes to the circumstances arise;
- Making the Policy available (including any amendments) to all colleagues and interested parties (e.g. tenants and contractors) for consultation purposes; and
- Asking that both employees and interested parties should continue to refer to this Policy (including any risk assessments and arrangements arising therefrom) and carry out their business in accordance with the same.

Part 4: Appendices

Appendix	Description
1	Risk Assessment
2	Independent Fire Risk Assessment
3	Independent Legionella Risk Assessment and Maintenance Record
4	Safety Checklist

5	Staff Training Record
6	Fire Drill Record
7	Lift Maintenance Record
8	Sprinkler Maintenance Record
9	Fire Alarm Maintenance Record
10	Emergency Lighting Maintenance Record
11	PAT Testing Record
12	CCTV Maintenance Record
13	Fixed Wire Report/Electrical Installation Inspection Record
14	Asbestos Management Plan
15	Data Protection Policy
16	Data Subject Access/FOI Request Response Procedure
17	CDM Checklist
18	Hot Works Permit
19	Radiation Information
20	Accident Report Book
21	Display Screen Equipment (workstation) Checklist
22	Task Specific Risk Assessments
23	Induction Checklist
24	Automatic/Roller Shutter Door Maintenance Record