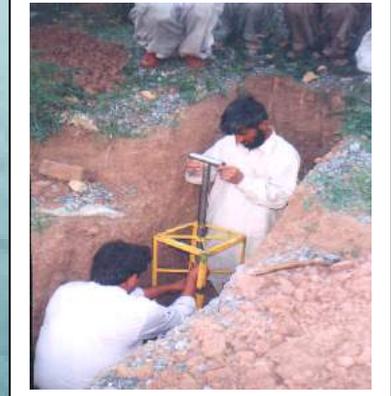
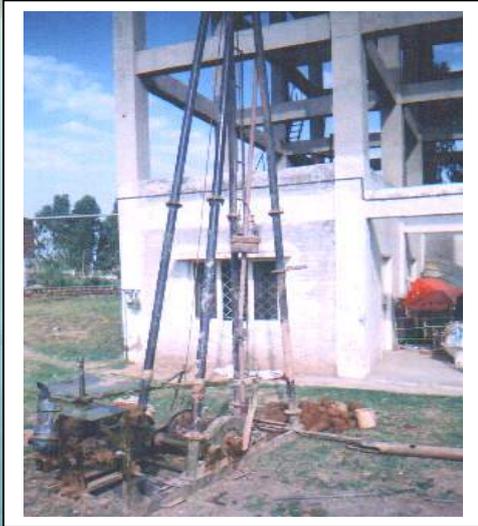
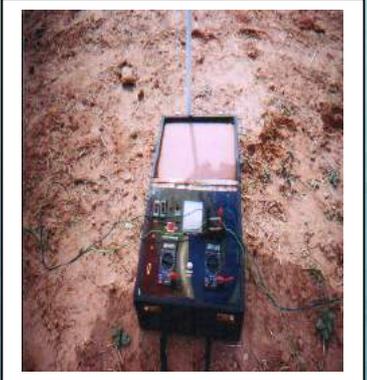
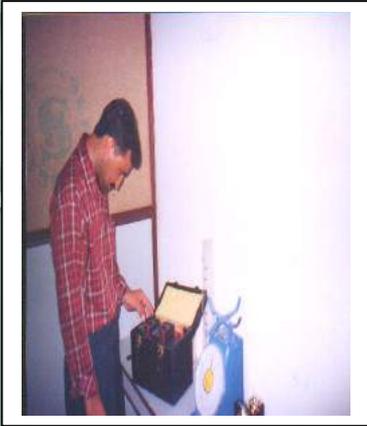




# GEO-TECH CONSULTANCY SERVICES

## INTRODUCTORY BROCHURE



## geo-tech consultancy services

A UNITED NATIONS GLOBAL COMPACT COMPANY

HYDROLOGISTS AND GROUND MATERIAL INVESTIGATORS  
3360, Lane-3, Officer Colony, Misriyal Road, Rawalpindi Cantt, Pak.

Ph: +92 51 5166789-90, E-mail: [gcs\\_zarar@yahoo.com](mailto:gcs_zarar@yahoo.com) Web: [www.gcspakistan.com](http://www.gcspakistan.com)



**GENERAL PROFILE**

**GCS** is a professional geo-tech consultancy services organization established in 2001, which offers a broad range of geo-tech services to the clients to meet their individual and particular requirements related to the geo-technical/geo-environmental investigations.

The fundamental philosophy of our establishment is purely based upon spirited and well determined modern management ideas. The services that we provide range from investigation stage to planning and design, preparation for detailed plans/drawings, preparation of topographic and geo-technical surveys.

Our cumulative experience - extensive and varied in nature - permits us to perform all aspects of the geo-technical investigations required for the designing of civil structures and installation of heavy equipment and their environmental impact. The experience of our professional warrants us to become involved in various fields of geo-technical investigations and construction of Civil structures. However services can be summed up as:

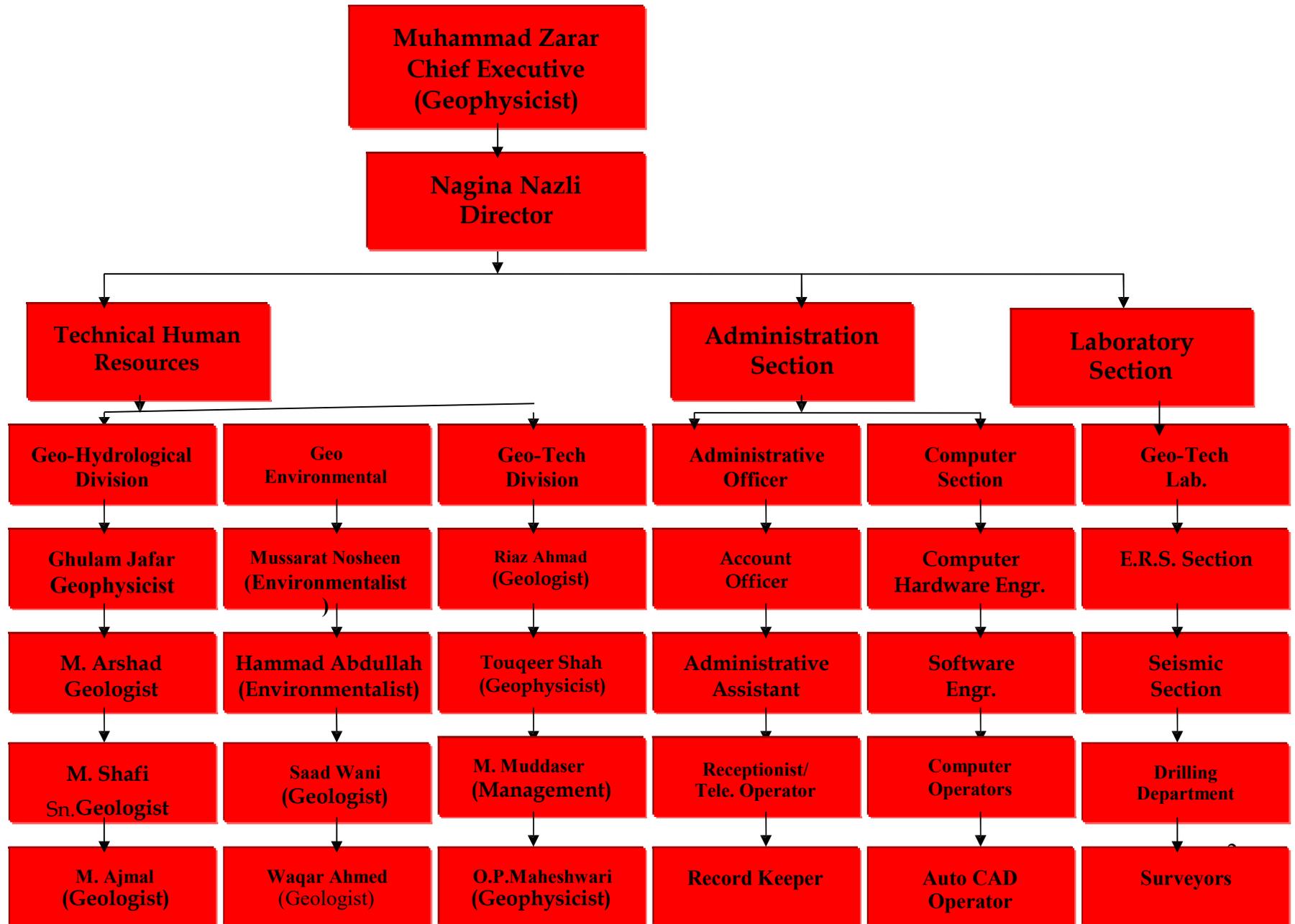
- ◆ Site Survey and Detailed Investigations.
- ◆ Electrical Resistivity Surveys.
- ◆ Seismic Surveys.
- ◆ Hybrid Power Resources feasibility.
- ◆ Geological mapping.
- ◆ Soil investigations.
- ◆ Geotechnical laboratory analysis.
- ◆ Geotechnical field test etc.
- ◆ Environmental Impact Studies.
- ◆ Engineering Estimate
- ◆ Planning & Execution

We do and rightly take pride in the most experienced and highly qualified assemblage of Pakistani geotech experts, Planners, Project Managers, Civil Engineer, Environmentalists and Economists available on a whole-time basis with us, in addition our services are further augmented through our overseas associates which are always ready to assist us as and when required.



## Geo-tech Consultancy Services

### ORGANIZATION CHART





## Geo-tech Consultancy Services

### PARTICULARS OF THE FIRM

1. Name of firm: Geo-Tech Consultancy Services
2. Islamabad Head Office:  
3360, Lane-3, Officer Colony, Misriyal  
Road, Rawalpindi Cantt, Pakistan  
Ph: +92 51 5166789-90,  
E-mail: [zarar\\_gcs@yahoo.com](mailto:zarar_gcs@yahoo.com)  
Website: [www.gcspakistan.com](http://www.gcspakistan.com)
3. Muzaffarabad Office: D-61 Upper Chattar Housing Scheme  
Muzaffarabad, AJ&K.
4. Karachi office: H. # 53/IV/II, Saba Avenue,  
Phase V (Extension), D.H.A, Karachi.
5. Year of establishment: 2001
6. Status: registered firm
7. Major Fields of  
Specialization: Geo-Tech, Environment & Construction



**OVERALL CONSULTANCY JOBS EXECUTED**

- A. CONSTRUCTION WORKS**
- B. *Geo-Technical Investigations For Buildings.***
- C. LAND RECLAMATION & SLOP PROTECTION WORK**
- D. *Environmental Impact Studies.***
- E. *Soil Testing For Telecommunication Towers***
- F. *Hybrid Power Resources feasibility for Telecommunication Towers***
- G. *Electrical Resistivity Surveys.***
- H. *Geo-Hydrological Mapping.***
  - *Geological Mapping.*
  - *Topographic Surveys*
  - *Seismic Surveys*
  - *Geo-Technical Studies for Hydro-Power Projects.*
- I. *Reservoir Mapping***
- J. *Soil Investigations for Bridges.***
- K. *Piles Construction.***
- L. *Laboratory Analysis of Earth Material***



**TELECOMMUNICATION SECTION**

We have made separate setup for Soil Investigation of Telecommunication Towers due to specialized demands at a fast pace with greater geographical extent.

Our geologists remain active in different regions, hence finishing the task within time limit with best possible results. Our field staff has the capability of undertaking 42 sites at a time and giving you the results in just 10 days. Our operational capabilities are organized in such a manner that we can respond to a soil investigation request with submission of soil investigation request with submission of complete report.

- Within 5 days (For Rawalpindi, Islamabad, Peshawar, Faisalabad, Lahore and area in between).
- With in 6 days (For rest of the NWFP and Punjab).
- Within 7 days (For Sindh and Balochistan).

Besides it, we also provide services in feasibility studies of installation of hybrid Power Resources for Telecommunication towers. It includes but not limited to General study of the area and its potential for generating Power by wind turbines and detailed study from point to point basis.

**LIST OF CITIES/TOWNS WHERE SOIL INVESTIGATION**
**WAS DONE FOR TELECOMMUNICATION TOWERS**
**PUNJAB**

<b>S No.</b>	<b>District</b>	<b>Cities/Towns</b>	<b>Total sites</b>
1.	Rawalpindi	Bakramandi, Misrial Road, Sadiqabad, Company Bagh,	25
2.	Jhelum	Domeli,	11
3.	Mianwali	Kalabagh, Isa Khel, Mooch,	48
4.	Bhakkar	Haiderabad, Behal, Nawan Jandawala, Dullawala, Tibba Niana, Kalur Kot, Kotla Jam, Mankera (Cont), Sarai Muhajir,	55
5.	Faisalabad	Chak No. 644 GB, Killianwala, 630 GB, Chak No. 452 GB, Mamun Kajan, Rodala Road, Shajwal, Khizarwala,	58
6.	Jhang	Ahmed pur Sial, Chak 463 JB, Gilmala, Kot Shakir, Gojra More, Chund Bharwana, Rodu Sultan, Shah Jewna Mandi,	62
7.	Toba Tek Sing	Chak No. 375 JB,	23
8.	Okara	Mandi Ahmedabad, Chak 60/5 L,	42
9.	Sahiwal	Chak 90 More,	42
10.	Lahore	Razzaq Colony, New Bhogiwala, UET GT, Road, Nizam Block Iqbal Town, Misrri Shah, Darogha Wala, Badami Bagh, Green town, Wapda Town PTCL, DTE Township, DTE Faisal Town, Nishtar Colony, Batapur, Nishat Town,	38
11.	Hafizabad	Killanwala,	30
12.	Gujranwala	Hamza House, Alam Chowk, Daroganwala Warriach,	45
13.	Sialkot	Ram Rajan Khurd, Dhanawal, Chak Haru, Gujranwala Village, Gojra,	17
14.	Kasur	Kasur City-2, Elahabad, Ladhkey,	49
15.	Bahawalnagar	Donga Bonga,	59
16.	Gujrat	Thatta Pur, Bhimber Road, Sikrianwali,	16
17.	Bahawalpur	Hateji,	29
18.	Multan	Sardarpur, Makhdoom Rasheed, McLeod Gunj,	62
19.	Rajanpur	Lal Garh, Rojhan,	33
20.	Muzaffargarh	Qasba Gujrat, Lilian, Rang Pur, Rohailanwali,	44
21.	Mandi Bahauddin	Sohawa Bolani, Mandi Bahauddin New, New Abadi Munshi Mohail, Pindi Lala,	36
22.	Vehari	Vehari-II,	49
23.	Attock	Gondal	22

**NWFP**

<b>S No.</b>	<b>District</b>	<b>Cities/Towns</b>	<b>Total site</b>
1.	Chitral	Booni, Ayun, Asharit, Chitral, Mastuj Sub-Div., Daroosh,	20
2.	Abboottabad	Nawan Sher, Namal, Birote, Lora, Ayubia,	23
3.	Mansehra	Chattar Plain, Battal, Lissan Nawab, Baffa, Sheikhul Ghari, Data, Kaghan, Kawai, Phulra, Malhair.	19
4.	Swat	Tindo Dog, Shamozaï,	27
5.	Peshawar	Tanab Cheena, Akbar Pura, Peshawar 05,	56
6.	Dera Ismail Khan	Bilot Sharif, Rammak, D.I. Khan, Bannu Road, Dara Zinda FR, Pahar Pur, Gomal Bazar, Keitch, Kiri Shamozaï, Jandola, Giloti,	18
7.	Kohistan	Dassu, Maira Basham, Pattan, Dubair,	12
8.	Buner	Daggar, Agarai, Dewana Baba,	27
9.	Batgram	Banian, Allai, Koza Banda, Batgram,	27
10.	Bannu	Ghazni Khel, Banda Daud Shah, Lakki Marwat,	31
11.	Kohat	Khushhal Garh, Alizai, Gumbat, Lachi,	19
12.	Kurram Agency	Sadda,	10
13.	Haripur	Khanpur, Sari Naimat, Ghazi, Kaag, Lora Chowk, Kalinger, Mian Dheri,	15
14.	Charsada	Shabqadar, Naghman,	27
15.	Nowshera	Risalpur, Nowshera Kalan, Pir Pai,	30
16.	Swabi	Yar Hussain	42
17.	Mardan	Ghari Kapoora, Bakshali, Garyala,	35
18.	Dir	Bari Kot	41
19.	Sindh	Whole Province	150
20.	Balochistan	Whole Province	80

**LIST OF SIMILAR PROJECTS**

<b>S. No</b>	<b>Description</b>	<b>Scope of services</b>	<b>Executing Agency</b>
15.	Highrise building in Shahdara, Islamabad	Soil Testing	MASCOT'S HEIGHTS
1.	SRC Project ORMARA Plot # 186, Pindi Point,	Soil Testing Soil Testing	Pakistan Navy Shaviz Project
2.	Dam Construction at Jinnah Naval Base Ormara,	Land Reclamation & Slope Protection	Pakistan Navy
17	Rahowala Hydropower Project	Geotechnical	Geo-Engineers
3.	Bridges at District Diamer, Ghizer and Gilgit, Northern	Geotechnical Investigation	NAPWD
18.	Raidani Hydropower Project	ESSA	Iqbal Power Ltd.
49.	Durgam Bridge, Sadda, Dhabeji, Karachi.	ERS Survey	Zeera International
5.	Sikandarabad – Khizarabad Bridge, Gilgit	Geo-tech Study	NAPWD
6.	Sari Bridge Srinagar Road, Muzaffarabad.	Geo-Tech Study	JICA
7.	Govt. High School for Boys, Chinari, Muzaffarabad	Geo-Tech Study	Beacon house School System
8.	Geohydrological study for F.O.E.C.H.S.	ERS Survey	F.O.E.C.H.S.
9.	Soil Investigations for Plazas in G-11 Markaz, Islamabad.	Soil testing	Plaza # 1, 12, 13, 14, 18, 23, 24
10	Soil Investigations for Plazas in F-11 Markaz, Islamabad.	Soil testing	Plaza # 9, 18, 20, 21
10.	Soil Investigations for Plazas in F-6 Markaz, Islamabad.	Soil testing	Plaza # 1
11	Soil Investigations for Plazas in F-8, Markaz, Islamabad.	Soil testing	Plaza # B-1
12.	Soil Investigations for Plazas in G-9, Markaz, Islamabad.	Soil testing	Plaza # 23-B
13.	Soil Investigations for Plazas in I-8, Markaz, Islamabad.	Soil testing	Plaza # 14 and 44
14.	Soil Investigations for Plazas in I-10, Markaz, Islamabad.	Soil testing	Plaza # 3M & 3N



## Geo-tech Consultancy Services

20.	Ranger Cooperative Housing Society, Lahore	ERS Survey	Zeerak International
21.	Telecommunication Tower at Bakramandi, Rawalpindi Cantt.	Soil Investigations	Warid Telecom.
22.	Telecommunication Towers in Districts, Faisalabad, Jhang, Toba Tek Singh, Bhakkar,	Soil Investigations	Central Telecom. Region, PTCL
23.	Telecommunication Towers in Districts Rawalpindi, Jhelum, Chakwal and Attock.	Soil Investigations	Islamabad Telecom. Region, PTCL
24.	Telecommunication Towers in Districts Haripur, Abbottabad, Mansehra, Batagram and Kohistan	Soil Investigations	Northern Telecom. Region, PTCL
25.	Telecommunication Towers in Districts Peshawar, Charsada, Nowshera and Mardan.	Soil Investigations	Northern Telecom. Region, PTCL
26.	B.I.S.E., Kohat, Malakand, Abbottabad.	Soil Investigations	Govt. of NWFP.
27.	Boring works for 18 Tubewells	Tubewell Installation	Bahria Town
28.	Boring works for 6 Tubewells	Tubewell Installation	Safari Villas
29.	Boring works for 1 tubewell	Tubewell Installation	Islamabad Airport
30.	Cabinet Division Co-operative Housing Society.	Topographic Survey	CDECHS
31.	Islamabad Lake View City, Fateh Jang Road	Topographic Survey	Cdre. ® Afzal Malik
32.	Highway Residencia Housing Scheme, Islamabad	Topographic Survey	Mr. Tauseef
33.	Storm Water Disposal and Drainage System, Gujrat	Soil, Environment Geo-hydrology	JICA
34.	Sewerage System Rehabilitation Design,	Ge-tech Environment, Chemical Analysis	JICA



## Geo-tech Consultancy Services

	Lahore		
35.	Small Infrastructure Projects	Community Welfare Projects	
36.	Yummy'36, Dhip 12, Restaurant Gujar Khan	Construction and Land Scaping	Private
37.	Construction G +1 Villa, Rawalpindi	Construction	Private
38.	Baig Enterprises, G.T. Road, Tarnol, Islamabad.	Soil Testing	BAIG ENTERPRISES
39.	Agosh-1 Plaza, Accounts Group Officers, Co-Operative Housing Society Islamabad	Soil Testing	Accounts Group Officers, Co-Operative Housing Society Islamabad
40.	Overhead Water Tank, Sector A, DHA, Islamabad	Soil Investigations	DHA, Islamabad
41.	Overhead Water Tank, Sector B, DHA, Islamabad	Soil Investigations	DHA, Islamabad
42.	Overhead Water Tank, Sector C, DHA, Islamabad	Soil Investigations	DHA, Islamabad
43.	Plot # 1-B, F-8 Markaz, Islamabad	Soil testing	Mr. Zahoor
44.	SPA Swimming Pool, F-6 Markaz, Islamabad	Soil testing	SPA Administration.
45.	Telecommunication Towers in NWFP.	Soil testing	PTCL
46.	Telecommunication Towers	Soil Testing	Huawei Technologies
47.	Telecommunication Towers	Soil Testing	Mobilink
48.	Schools/Basic Health Units (BHUs) in Chinari Muzaffarabad.	Geo-tech Study	Agha Khan Development Network. (A.K.D.N.)

**JOBS IN HAND**

<b>S. No.</b>	<b>Description</b>	<b>Scope of services</b>	<b>Executing Agency</b>
1.	R.C.C Bridges at Jhelum & Neelum Rivers Mzd.	Construction	E.E.A.P
2.	Construction of School	Soil Testing	NESPAK B.H.U.s Buildings
3.	Geo-tech study & landslides stabilization along the road in AJ&K	Recommendations	A.D.B.
4.	Construction of Schools & B HU's building in earthquake affected areas.	Soil Testing & Geo-tech study	UNICEF
5.	Pakistan Telecommunication Mobile LTD	Soil Testing	PTML
6.	World Call (Pvt) LTD.,	Soil Testing	WCL
7.	Special Communication Organization	Soil Testing	S.C.O.
8.	Construction of Bangalow	Construction	Private



**DESIGNING PROJECTS**  
**(COMPLETED)**

<b>S. No.</b>	<b>PROJECT</b>	<b>CLIENT</b>
1)	Warid Telecom (Ph-6.2)	M/s Huawei Technologies Pak. Ltd.
2)	Zong Telecom Network	M/s Ericsson Pakistan Pvt. Ltd.
3)	Allied Bank Ltd. (Islamabad)	Allied Bank.
4)	Extension of Civil Aviation	Civil Aviation Authority Authority School Building.
5)	New Passenger Terminal Building, Gilgit, Pakistan.	Civil Aviation Authority
6)	DHA & CBC Stores	Defence Housing Authority.
7)	CMPak Telecom Pvt Ltc. (50 Sites)	M/s Creative Constructors. M/s Fast Associates
8)	Telenor Pakistan (North & South)	M/s Siemens
9)	Worldcall CDMA Network (Karachi & Hyderabad)	M/s Huawei Technologies Pak. Ltd.
10)	Warid Telecom Towers (Phase-V)	M/s Wincom & M/s Leblanc Comm.
11)	Telenor Pakistan	M/s IKAN Engineering.
12)	Rangers Sports Complex	72 Wing Sachal Rangers
13)	Raw Material Storage Shed	Berger Pakistan
14)	Multi Storey Commercial Building at 9/C, Phase-VIII, DHA.	M/s Mubarak Associates
15)	5000yds. Bungalow at Block-6, P.E.C.H.S., Karachi.	



**DESIGNING PROJECTS IN HAND**

<b>S.No.</b>	<b>PROJECT</b>	<b>CLIENT</b>
1	Warid Telecom Pvt. Ltd.	M/s LeBlanc Communications Pvt Ltd.
2	Wi-Tribe Project	M/s Powertech
3	Wi-Tribe Project	M/s Nascom Construction
4	Barkat Market Shopping Complex	M/s Architects
5	G+5 Buildings at Plot No. 110, BMCHS, Karachi.	M/s Saadat Associates
6	10 Nos. Buildings (G+10), Qasimabad, Hyderabad.	M/s SA Architects
7	G+5 Building at Lines Area, Karachi	M/s Misbah Assooates
8	Gawadar Gymkhana	M/s SA Architects
9	Chinnot Hospital.	M/s SA Architects
10	Allied Bank Ltd. (Larkana, KEPZ, Safora & Maymar Branches)	M/s M.A Associates



**CONSTRUCTION PROJECTS  
(COMPLETED)**

<b><u>S.No.</u></b>	<b><u>PROJECT</u></b>	<b><u>CLIENT</u></b>
1.	Construction Work Eastern Extension at Ormara, Balochistan (CONTRACT AGREEMENT NO. 1235/PD/SRC/ (19-5/2007/DP-9) dated 21 <sup>st</sup> September 2007)	Pakistan Navy
2.	Reclamation Works & Slope Protection Package IB, SRC Ormara (Contract Agreement NO. 1237/PD/SRC/ (19-5/2007/DP-9) dated 9 <sup>th</sup> February, 2008)	Pakistan Navy

**CONSTRUCTION PROJECTS IN HAND**

<b><u>S.No.</u></b>	<b><u>PROJECT</u></b>	<b><u>CLIENT</u></b>
1.	Construction of Abutments for Steel Bridges (Contract Package # NCB-AJK-EBP-02 (LOT 1 to LOT 5)	EEAP, AJ&K
2.	Construction of School's Building in Bagh, AJK funded by ADB.	EEAP, AJ&K

**HYBRID POWER RESOURCES**

<b><u>S.No.</u></b>	<b><u>PROJECT</u></b>	<b><u>CLIENT</u></b>
1.	Digital Education Project at 21 Nos. Boarding High Schools	MDE, Nigaria
2.	Jinnah Naval Base, Ormara, Balochistan.	Pakistan Navy.
3.	Rural Electrification in Gawadar, Balochistan.	Khushali Bank.



**DETAIL OF AVAILABLE COMPUTERS AND SURVEY EQUIPMENT**

1.	Electrical Total Station 630 RK SOKKIA with four precision & target.	1
2.	Data collection FC 4            TOPCON	1
3.	Computer Pentium-III 850 MHz Computer Pentium-IV 3.20 GHz	1 11
4.	Scanners	2
5.	Printers.	3
6.	Level	1
7.	Staff	1
8.	Planetables WOODEN Pakistani	2
9.	Alidades	2
10.	PRIAMATIC COMPASS	1
11.	Trough Compass	1
12.	Drafting Mechanic and Chairs	1
13.	Pantographs                    Japanese	1
14.	Measuring                        Tapes 30 m each.	2
15.	ERS Equipment	1
16.	SPT Equipment	1
17.	Sieve Set	1
18.	Weighing Balance	3
19.	Electric Oven	1
20.	Proctor Value Determination Apparatus	1
21.	Seismic Survey Equipment.	1



## Geo-tech Consultancy Services

22.	Hydrometer	1
23.	Sand cone Apparatus	1
24.	SPT Blows Counter	3
25.	Piling Machines	5
26.	Gradation Analysis Apparatus	1
27.	Atterberg Limits Apparatus	1
28.	FDT Apparatus	6
29.	CBR Test Equipment	1
30.	Los Angeles Test Equipment	1
31.	Unconfined Compressive Strength Test Equipment	1
32.	Direct Shear Test Equipment	1
33.	Consolidation Test Equipment	1
34.	Hydraulic Concrete Mix	1
35.	Concrete Mixture Pouring Equipment	1



## DETAIL OF AVAILABLE MACHINERY

Crane 100 Ton	4
Crane 80 Ton	1
Crane 50 Ton	2
Forklift 2 Ton	2
Forklift 5 Ton	2
200 KVA Generator	1
100 KVA Generator	4
50 KVA Generator	2
Welding Plant	10
Power Cutter	10
Grinder 7" & 8"	50
Threading Machine	5
Hydro Test Pump (Manual)	2
Hydro Test Pump (Hydraulic)	2
Airless Spray Gun Painting	2
Hand Tools (mechanical & electrical)	2 Lots
Hand Tools (civil)	4 Lots
Electrical Tools	4 Lots
Dozer D850	3
Dozer D80	2
Dumper 550 cft. 8 cylinder	8
Loader s 996	4
Loader 650	3
Sheep fast Roller 20 ton	2
Plain Roller 20 ton	4
Grader Mitsubishi	4
Water boozer Hino	2
Water Pump	7
Pile Machine	14
Excavator 200 BSI	6
Tractor	2
Pota Cabin 20 ft.	3
Drilling Machines (Percussion Small)	4
Drilling Machine (Rotary Small)	2
Drilling Machine (Percussion Medium)	9
Drilling Machine (Percussion Heavy)	1
Automatic Rebar Tier	1
Vibrator	1
Hydraulic Concrete Mix	1
Concrete Mixture Pouring Equipment	1



## **HEALTH AND SAFETY POLICY**

- We are committed to the Geo-tech corporate goal of Zero Harm to people and the environment.
- Health and safety shall never be compromised for operational efficiency.
- We will strive for the goal of an injury free and healthy work place.
- We will comply with the relevant health and safety legislation in any area in which we operate.
- Where the applicable legislation is inadequate we will apply our Client higher standards.
- All Supervisors shall protect the health and safety of all personnel involved in Geo-tech activities.
- All personnel have a responsibility to stop any un-safe operations and make them safe before continuing.
- In the event of a conflict with operations, health and safety shall always take priority.

### **Geo-tech ENVIRONMENTAL POLICY**

- The protection of the environment will not be compromised for operational efficiency.
- We will comply with relevant environmental legislation in any area in which we operate.
- Where the applicable legislation is inadequate will apply our higher standards.
- We will minimize the generation of wastes resulting from our operations.
- We will assess options for the minimization of emissions from our operations.
- We will encourage our staff & sub-contractors to meet our high standards in environmental management.

**MUHAMMAD ZARAR**  
**CHIEF EXECUTIVE**

## **HEALTH AND SAFETY POLICY**

### **ORGANISATIONAL RESPONSIBILITIES**

This section summaries the responsibilities of individuals and groups to help to ensure that health and safety is successfully managed by the Company in accordance with best practice in the sector. It should be read in conjunction with the Company's Health and Safety Policy: General Statement (see Section 1.1 in the Health and Safety Handbook) and the most recent version of that Handbook.

#### **1. The CEO**

The Vice-Chancellor:

- (a) has overall responsibility for Health and Safety matters in the Company
  - (b) has overall responsibility for ensuring that the "Health and Safety Policy; General Statement and the "Health and Safety Policy; Organizational Responsibilities" are kept under review;
  - (c) has overall responsibility for ensuring that the objectives of the Health and Safety Policy; General Statement are achieved;
  - (d) will advise the Company of the resources required to comply with client requirements or any difficulties that might arise if resources are not available.
  - (e) will ensure proper management procedures exist to secure the implementation of the Company's detailed Health and Safety arrangements<sup>1</sup>;
  - (f) will ensure that suitable arrangements are in place for consultation with staff;
  - (g) will ensure that the Company's Health and Safety Policy; General Statement, the Health and Safety Policy; Organizational Responsibilities and the detailed arrangements concerning health, safety and welfare of all staff are made known and implemented;
  - (h) will ensure that the detailed Health and Safety arrangements are reviewed regularly and when organizational changes occur;
  - (i) will ensure that suitable and sufficient risk assessments have been carried out of risks to the Health and Safety of staff and sub-contractor whilst they are engaged on Company business;
  - (j) will be proactive in stimulating interest and enthusiasm for health and safety throughout the company.
-



<sup>1</sup> The detailed arrangements for different activities (e.g. Risk Assessments) are included in the Health and Safety Handbook.

## **2. Project Manager**

The Company Project Managers (including the HSE Coordinator);

- (a) will be responsible for achieving the objectives of the Company's Health and Safety Policy: General Statement in their areas of individual responsibility<sup>2</sup>;
- (b) will ensure that Health and Safety Policy' Organizational Responsibilities and the detailed arrangements concerning the health, safety and welfare of all staff and subcontractors are made known and implemented within their areas of responsibility.
- (c) aims, as an integral part of its management responsibility, to achieve a progressive reduction in accidents and incidents
  - (i) ensuring that they, and all staff in their areas of individual responsibility, know their responsibilities for health and safety and that they are adequately trained to discharge those responsibilities;
  - (ii) Establishing in their own areas of individual responsibility an adequate program to seek the elimination of potential accidents.
- (d) will conform with Health and Safety statues, including ensuring that suitable procedures to identify, report and eliminate hazards, and suitable risk management procedures exist and are implemented.
- (e) will be responsible for:
  - (i) The provision of plant, equipment and systems of work, which are safe, and without risks to health;
  - (ii) The safe usage, handling, processing, storage of substances and articles;
  - (iii) The provision of a working environment, which is safe, and without risks to health, and the provision of adequate facilities and arrangements for the welfare of staff and sub-contractors while engaged on Company business.
- (f) will ensure that all plant and equipment in their areas of responsibility is maintained as far as reasonably practicable in a condition, which is safe, and without risk to health;

<sup>2</sup> Areas of responsibility will include areas within line management structures and those building and other areas for which they are responsible.

- (g) will ensure that health and safety arrangements are fully discussed with all relevant managers and advisers with regard to:
  - (i). Current working programme;
  - (ii). New operations or methods of work planned;
  - (iii). The design or acquisition of new buildings, plant and equipment.
- (h) will arrange consultations with Health and Safety Officer/Representative to ensure that progressive and positive methods are adopted for promoting health, safety and welfare at work and that there are arrangements for the participation of Health and Safety representative in the development of such measures;
- (i) We will ensure that suitable and sufficient risk assessments are carried out of risks to the health and safety of members of staff, sub-contractors and others who may be affected by the activities arising from their areas of responsibility. This will not be confined to risk assessment of physical locations but will also include modes of working and activities. Where hazards are identified which cannot be eliminated, that safe systems of work are designed, implemented, recorded, monitored and reviewed as necessary.
- (j) will ensure that workplace inspections are carried out in accordance with Company Policy and that actions arising are addressed.
- (k) will ensure the provision of such information, training and supervision as may be necessary to ensure the health, safety and welfare of members of staff and subcontractors in their areas of responsibility.
- (l) will ensure that job safety requirements are established for all jobs, roles and duties, and that these and other safety requirements are made known to members of staff by effective information, instruction, training and supervision.
- (m) will keep under review the effectiveness of the Health and Safety Policy; General Statement, the Health and Safety Policy: Organizational Responsibilities and the detailed Health and Safety arrangements;
- (n) will be proactive in stimulating interest and enthusiasm for health and safety by demonstrating their personal concern for health and safety at work through example and commitment, and by encouraging managers at all levels in their areas of responsibility to do the same:



- (o) will provide leadership in setting priorities in favor of Health and Safety, where there is potential conflict in delivering against competing objectives.

### **3. Line Managers**

in addition to their responsibilities as members of the Company Executive, for Project/site matters, Line Managers:

- (a) will be responsible for implementing Project/site wide Health and Safety policies;
- (b) will arrange project based consultations with Health and Safety representatives, and required that suitable responses to their requests for information are provided, to ensure that progressive and positive methods are adopted for promoting health, safety and welfare at work. This will include the participation of Health and Safety representatives in the development of such measures through Site Operations Teams or equivalent.

### **4. Managers**

- (a) will ensure that the Health and Safety Policy; General Statement, the Health and Safety Policy: Organizational Responsibilities and the detailed arrangements concerning the health, safety and welfare of all members of staff and subcontractors are made known and implemented within their areas of responsibility;
- (b) will carry out suitable and sufficient risk assessments of risks to the health and safety of members of staff, sub-contractors and others who, within their area of responsibility, may be affected by the activities of the Company (e.g. for specific activities, fieldtrips and fieldwork). Where hazards are identified which cannot be eliminated, will ensure that safe systems of work are designed, implemented, recorded, monitored and reviewed as necessary and the results of the assessments are disseminated to the relevant persons;
- (c) will ensure that members of staff and sub-contractors undertaking secondment or work placement activities are reminded of the need to observe the health and safety organizational arrangements of the secondment or placement provider.
- (d) will ensure that all necessary safety instruction, training and retraining is carried out within their areas of responsibility;



- (e) will participate in consultation with members of staff or their Health and Safety representatives on matters of health and safety in accordance with agreed procedures;
- (f) will ensure that, in all areas under their control, regular inspections and audits are carried out;
- (g) will investigate all accidents, incidents or near misses concerning health and safety with the view to identifying the cause (s) and preventing a recurrence;
- (h) will participate in regular Health and Safety inspections of their areas of responsibility in accordance with agreed procedures;
- (i) will respond to requests for information from Health and Safety representatives in accordance with statutory requirements;
- (j) will be proactive in stimulating interest and enthusiasm for health and safety by demonstrating their personal concern for health and safety at work through example and commitment, and encouraging those that they manage or supervise to do the same.

**5. Supervisors**

- (a) Will ensure that any instructions they give take into account the need to ensure the Health and Safety of those they are supervision or directing.

**6. Health, Safety and Environment Co-ordinator**

The Health, Safety and Environment Co-ordinator;

- (a) will be responsible for monitoring the application of the Health and Safety Policy; General Statement, the Health and Safety Policy; Organizational Responsibilities and the detailed Health Safety arrangements made;
- (b) will assist managers in complying with the requirements of health, safety and welfare legislation, codes of practice and guidance by providing appropriate assistance and advice;
- (c) will promote a common concern for health, safety and welfare throughout the Company;
- (d) will co-ordinate Risk Assessments and Workplace Inspections;

- (e) will be responsible for the investigation of accidents and incidents reported;
- (f) will liaise with the Health and Safety Executive, other enforcement agencies and government and independent bodies on matters concerning health, safety and welfare;
- (g) will provide an advisory service on such specialist advisory groups and committees as are established or maintaining the Company's health and safety policies, and procedures, guidelines and codes of practice;
- (h) will monitor the implementation of actions arising from Risk Assessments, Workplace Inspections and Accident and incident Investigation and will report to the Health and Safety Committee;
- (i) will maintain appropriate records to help measure the company's Health and Safety performance and will report these to the Health and Safety Committee;
- (j) will produce an annual report for Council;
- (k) will be responsible for the provision of Health and Safety Training;
- (l) will respond to requests for information from Health and Safety representatives in accordance with statutory requirements;
- (m) will be proactive in stimulating interest and enthusiasm for health and safety by demonstrating a personal concern for health and safety at work through example and commitment.

**7. Occupational Health Adviser (Doctor)**

The Occupational Health Adviser:

- (a) will provide the front-line operation of the Occupational Health Service.
- (b) Will advise the Company on both general work related health matters and actions that the Company should take to support individuals;
- (c) Will produce a Weekly, Monthly report for PM;
- (d) Will be responsible for stimulating interest and enthusiasm for occupational health throughout the Institution.

**8. Individual members of staff**



Individual members of staff (which also includes all Company managers at all levels):

- (a) will take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his acts or omissions at work;
- (b) will co-operate with the Company and their colleagues to achieve a safe and healthy environment by following adopted policies, procedures, codes of practice, guidelines and instructions;
- (c) will make themselves familiar with the health and safety policies, procedures codes of practice, guidelines and instructions, and observe these at all times;
- (d) will report all accidents, incidents, near misses or hazards found in the workplace by completing the appropriate incident form. If an urgent action is required the situation must be reported and the information forwarded to the appropriate department of the Company as soon as possible;
- (e) will make themselves aware of the provisions for the First Aid treatment and emergency and major incident management procedures. (Only trained and qualified personnel may administer First Aid or manage emergency and major incidents).
- (f) will not interfere with or misuse or recklessly anything provided in the interest of Health and Safety.
- (g) Who receive visitors and sub-contractor, will ensure that they company with the health and safety requirements of the Company whilst on Company sites.

## **9. Health and Safety Officer/Representatives**

Health and Safety representatives have a range of functions and rights under Health and Safety Legislation. However, these functions and rights are not duties or responsibilities and, therefore, they have not been included in this section.

## **FIRST AID POLICY AND ARRANGEMENTS**

### **1. Introduction**

The Company aims to reduce the effects of injury or illness suffered a work or by some factor outside the employers control through the provision of First Aid facilities and appointment of First Aiders. It is important that people receive attention as soon as is practicable, and that an ambulance or other professional help is called where necessary. First Aiders can save lives and prevent minor injuries becoming major ones.

The Health and Safety (First Aid) Regulations, along with the Approved Code of Practice and Guidance, require employers to ensure that there is adequate First Aid provision for employees who are injured or become ill at work.

First Aid provision must be adequate and appropriate in all circumstances. This means that sufficient First Aiders and facilities should be available during normal working hours, and that non-availability should be risk assessed outside of these hours (see Section 3.4 on 'Lone Working and Out of Hours Working' in this Handbook). If there is adequate and appropriate provision, then the Company is able to ensure that personnel can:

- (a) give immediate assistance to casualties with common injuries or illness and those likely to arise from specific hazards at work;
- (b) Summon an ambulance or other professional help.

### **2. Definitions**

In accordance with the regulations, First Ads should be applied:

- (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimizing the consequences of injury or illness until such help is obtained, and
- (b) for treatment of minor injuries, which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse?

### **3. Policy Statement**

The Company is committed to providing sufficient numbers of First Aiders to deal with accidents and injuries occurring at work. The names of First Aiders will be widely published.



The Company will provide information, instruction and training on First Aid to specific employees to ensure that statutory requirements and the needs of the Company are met.

#### **4. First Aid Arrangements**

##### **4.1. First Aiders**

The Company provides First Aid equipment and First Aiders commensurate with its activities having regard to:

- (a) the nature of its work;
- (b) the size of the Company;
- (c) Accident and incident statistics.
- (d) Nature and distribution of its workforce;
- (e) Location of the operation in relation to emergency medical services.

As part of its First Aid facilities the Company recognises the need for First Aiders to be provided in sufficient numbers and at appropriate locations to enable First Aid to be administered without delay should the occasion arise. First Aiders are members of staff who have volunteered for the role and who have been assessed as being suitable. It is the responsibility of the Health, Safety and Environment Team, in conjunction with each of the Site Offices, to ensure that the numbers and distribution of First Aiders are adequate.

Where re-locations or re-organizations take place a re-assessment of First Aid needs using the assessment from in Appendix 1 in this Section, must be undertaken to ensure that the appropriate numbers are maintained. Table 1 in Appendix 1 is used in conjunction with this assessment as it offers suggestions on determining the number of First Aiders in relation to categories of risk and number of employees present.

The identities and contract numbers of First Aiders are displayed on First Aid notice identified by a white cross on a green background located at strategic positions throughout the Company. It is the responsibility of each of the Site Offices to ensure that these notices are kept up-to-date.

The names of all approved First Aiders are available from the HSE Advisor.

In the case of visits, events, excursions and exhibitions remote from the company, a Risk Assessment must be carried out to take account of the First

Aid arrangements required. The assessment sheet in Appendix 1 in this Section should be used in conjunction with main activity risk assessment.

As a guide for all field work the minimum requirement is an Appointed Person to take charge of the First Aid arrangements, including looking after the equipment, facilities and calling the emergency services when required. See paragraph 10 on 'Contingency Planning, Emergency Procedure and First Aids' in section 2.9 in this Handbook on 'Safety in Fieldwork' for further information.

All work Placement arrangements and supporting guides must include advice to staff on health and safety in general which will include First Aid provision.

#### **4.2 Training**

All First Aiders must hold a valid certificate issued by an organization approved by the Health and Safety Executive

First Aid certificates are currently valid for three years, and refresher training with re-testing of competence must be arranged before the certificate expires The Health, Safety and Environment Team will remind First Aiders up to three months in advance in order to arrange refresher training If the certificate is allowed to expire the individual will have to undertake the full training course again

All First Aid training is arranged through the Health, Safety and Environment Team.

Training FOR Appointed Person is also arranged through the Health, Safety and Environment Team

#### **4.3 Legal Indemnity of First Aiders**

The Company's Public Liability cover includes legal liability as a result of the action of the Company's registered qualified First Aider\*, on Company business only

#### **4.4 First Aid Materials, Equipment and Facilities**

##### **4.4.1 First Aid Boxes**

First Aid are provided within the Company to ensure that there are adequate supplies for the nature of the hazards involved. All boxes must contain at least the minimum amount of stock of First Aid items given in the guidance in the Regulations in Appendix 2 in this Section.

At the Company First Aid boxes are held by First Aiders who are responsible for their contents and maintenance. Each Site Office will replenish stocks on request, if items have either been used or their expiry dates have passed.

Although First Aiders hold the majority of boxes some are location specific and are maintained by designated First Aiders.



Boxes are identified by a white cross on a green background and their locations identified on the First Aid notices located at strategic positions throughout the Project. Again it is the responsibility of each of the Site Offices to ensure that these notices are kept up-to-date

## **5. Recording Accidents *and* Incidents**

All accidents must be recorded however minor. A Company Accident/Incident Report must be completed as soon as possible after the injury has occurred. See Section 2.2 'Accident and Incident Reporting' appendix 4 in this Handbook for a copy of the Form. Where the injured person is unable to complete the form, First Aiders, or other responsible person, must complete it on behalf of the member of staff, student or visitor, ensuring that full details of the accident/incident have been documented and witness details and statements (s) have been recorded.

Particular procedures must be followed in respect of fatalities, sudden death and hospitalization. See Section 2.2 'Accident and Incident Reporting' in this Handbook.

For the purpose of maintaining First Aid supplies, First Aiders should keep a record of those supplies that are used, by whom and for what reason using the form given in Appendix 3 in this Section.

## **6. Transportation of Casualties**

First Aiders are not expected to accompany a casualty to hospital or to transport them anywhere – including to their home address. If a situation arises where an individual is incapable of making their own decisions related to this, or any other issues then a vehicle or ambulance must be arranged.

Where an individual is too ill to make their way home, First Aiders will ensure that the individual is transported home safely, either by contacting the casualty's next of kin etc., on his/her instruction or, if the next of kin is unable to transport the individual, by making alternative arrangements. The cost of this will be met by the company budget. If the individual has a vehicle parked on the Company premises the Site Office will be notified and security of the individual's office if he/she has one on the Company site.

The company's procedures for dealing with casualties for a major incident or disaster are explained in Section 2.4 'Emergencies Evacuation Procedures' in this Handbook.

**Appendix 1**

**Table 1 – Assessment of first-aid needs checklist**

<b>Aspects to consider</b>	<b>Impact on first aid provision</b>
1. What are the risks of injury and ill health arising from the work as identified in your risk assessment?	If the risks are significant may need to have more First Aides.
2. Are there any specific risk, e.g. working with: (a) hazardous substances. (b) dangerous tools. (c) dangerous machinery. (d) dangerous loads or animals. (e) dangerous hazardous materials.	You will need to consider: (a) Specific training for First Aides; (b) Extra first and equipment. (c) Precise sitting of first-aid equipment; (d) Informing emergency services; (e) First aid room.
3. Are there parts of your establishment where different levels of risk can be identified?	You will probably need to make different of provision inn different pars of the establishment.
4. Are large numbers of peoples employed on site?	You may need First Aides to deal with the higher probability of an accident.
5. What is your record of accidents and cases of ill health? What type are they and where did they happen?	You may need to: (a) review your risk assessment; (b) locate your provision in certain areas; (c) Review the contents of the first-aid box.
6. Are there inexperienced workers on site, or disabled employees with special needs health problems?	You will need to consider: (a) special equipment; (b) Local sitting of equipment.
7. Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You will need to consider provision in each building or on several floors.
8. Is there shift work or out-of-hours working?	Remember that there needs to be first-aid provision at all times people are at work.
9. Is your workplace remote from emergency medical services?	You will need to; (a) inform local medical services of your location; (b) consider special arrangements with the emergency services.
10. Do you have employees who travel a lot or work alone?	You will need to: (a) consider issuing personal first-aid kits and training staff in their use; (b) Consider issuing personal communicators to employees.
11. Do any of your employees work at sites occupied by other employers? 12. Do you have any work experience trainees?	You will need to make arrangements with the other site occupiers. First-aid provision must cover them.



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13. Do members of the public visit your premises?	You have no legal responsibility for non-employees, but the Health and Safety Executive (HSE) strongly recommends you include them in your first-aid provision.
14. Do you have employees with reading or language difficulties?	You will need to make special arrangements to give them first-aid information.

**Table 2 – Suggested Numbers of First Aiders to be available at all times People are at Work (based on assessments of risk, number o workers and HSE guidance)**

<b>Category of risk</b>	<b>Numbers employed at any location</b>	<b>Suggested numbers of First Aiders</b>
<b>Lower risk</b> (offices)	Fewer than 50	At least one Appointed Person
	50-100	At least one First Aider
	More than 100	One additional First Aider for every 100 employed
<b>Medium risk</b> (eg. Light engineering and assembly work, food processing, warehousing)	Fewer than 20	At least one Appointed Person
	20-100	At least one First Aider for every 50 employed (or part thereof)
	More than 100	One additional First Aider for every 100 employed
<b>Higher risk</b> (eg. Most construction, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments)	Fewer than 5	At least one Appointed Person
	5-50	At least one First Aide
	More than 50	One additional First Aide for every 50 employed
	Where there are hazards for which additional first-aid skills are necessary	

## **Appendix 2**

### **First-aid Boxes**

As a guide, where no special risk arises in the workplace, a minimum stock of first-aid items would normally be:

- (a) A leaflet giving general guidance on first aid (e.g. HSE leaflet Basic advice on first aid at work);
- (b) 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressings must be of a detectable type for food handlers);
- (c) Two sterile eye pads;
- (d) Four individually wrapped triangular bandages (preferably sterile);
- (e) Six safety pins;
- (f) Six medium sized individually wrapped sterile unmediated wound dressings-approximately 12cm x 12cm;
- (g) Two large sterile individually wrapped un-medicated wound dressings-approximately 18cm x 18cm;
- (h) One pair of disposable gloves.



**Appendix 3**

**Record Sheet for First-Aid Treatment**

Name of First Aider;

Name of Person Needing Assistance	Date	Time	Details of Treatment	First Aid items Use

## **ACCIDENT AND INCIDENT REPORTING**

### **1. Accidents**

- 1.1. An accident is an unplanned event which leads to loss of one kind or another. That loss may be in terms of an individual's ability to work' or may relate to financial loss; plant, equipment or machinery loss; or may be the loss of an organization's credibility as a result of adverse publicity from the accident.
- The term 'accident' covers equally occasions when there is personal injury involved and accidents which do not involve injury (sometimes call 'incidents' or 'near-miss accidents'). All of these must be reported, using the Company Accident Reporting form, by the manager responsible for the area where the accident occurred; or the manager must be sure that the accident has been reported, by other person (s).

### **2. Reporting Accidents**

- 2.1 All accidents must be reported by completing a Company Accident Reporting form. It should be remembered that even such incidents as a small cut, or a fall involving no apparent injury, can have consequences later.
- 2.2 Managers should ensure that there is in their administrative office (s) a supply of the Company Accident Reporting form which may be obtained from the Health and Safety team.
- 2.3 If an employee suffers a Major Accident injury or there is a Dangerous Occurrence the responsible manager must inform the Health and Safety Team do the following:
- Ensure the injured person is kept as still and as warm as possible;
  - ensure a First-Aider is called;
  - call an ambulance (ensure that the Ambulance Control Centre is clear as to which educational institution is calling and which entrance to use to reach the injured person).
  - have the site of the accident cordoned-off
  - do not move or remove anything from the site;
  - take names and contact numbers of any witness (es) to the accident or occurrence The Health and Safety Co-ordinator is required in these circumstances to carry out an investigation and prepare a report for the Health and Safety Executive (HSE).
- 2.4. If the injured person is away from work for three days or more (not counting the day of the accident) the responsible line manager must notify the Health and Safety Team immediately after the first three days of absence, to notify the Health and Safety Executive about these accidents within a set time. It is accepted that the present national



arrangements allowing employees to self certificate complicate matters. However, the line manager of an injured person has a duty to pass on this information to enable the Company to meet its statutory obligations.

- 2.5. Regardless to who is involved or injured in an accident, a report must be made, if the accident happens on our premises or during a company activity. The five categories of person mentioned in Part 1 of the Accident Reporting form, staff-visitor-sub-contractor, are the groups that will include almost all persons likely to be found on Company premises.
- 2.6. Whilst the majority of accidents happen on company premises, a great many official activities take place off-Site and any accidents occurring during such activities. Regardless of location, must be dealt with in exactly the same manner as with accidents on sites. This will cover visits, field trips, and accidents/incidents which happen in the course of a journey.
- 2.7. A manager may delegate any of the above duties to a member of his Department, but retains responsibility for any action taken.

### **FIRE SAFETY**

#### **1. Introduction**

Fire is a universal hazard across the workplace. Every person on Company premises should be familiar with the precautions and procedures in place. In a fire situation injuries and death result more often from the effects of smoke than from flames.

The Geo-tech (Company) has the responsibility across the Company to undertake fire risk assessments, and through Site Office personnel on each site, the responsibility to install and maintain all Fire Warning Systems, Fire Fighting Equipment, Smoke Doors and Fire Exit doors. These must take account of the Standard Evacuation Plans (SEPs) and Personal Emergency Evacuation Plans (PEEPs) drawn up for disabled people. (See Section 2.4 'Emergency Evacuation Procedures' and 2.8 'Emergency Evacuation of Disabled People' in this Handbook.)

If a member of staff has any concern about fire safety he/she should contact the Site Office personnel or the Health, Safety and Environment Team.

All of the items below should be included in Risk Assessment schedules.

#### **2. Procedures for Managers or those with delegated responsibility**

- (a) Ensure each room and space, including frequently used storage areas, has a 'Fire Action' notice displayed. Notify the Site Office personnel if



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any are missing. The Site Office personnel are responsible for supplying and placing these notices.

- (b) Check periodically all 'Fire Exit' signs for appropriateness. If in any doubt or if it is considered that signs are missing, contact the Site Office personnel or the Health, Safety and Environment Team for advice.
- (c) Check periodically to see that all fire extinguishers have been tested within the past year. On each extinguisher is a label which has to be initialed and dated by a fire engineer. If any extinguisher is found which has gone more than a year without being tested, inform the Estates Helpdesk.
- (d) Areas should be checked to ensure that the correct type and number of extinguishers have been provided for the activities being carried out:
  - (Water) extinguishers are for wood, paper, cardboard and textile fires'
  - (Foam) extinguishers are for liquid, wood, paper and textile fires;
  - (Powder) extinguishers are for liquid, electrical, wood, paper and textile Fires;
  - (CO<sub>2</sub>) extinguishers are for liquid and electrical fires;
  - (Wet chemical foam) extinguishers are for specialist use on high Temperature cooking oils.
- (e) Ensure good housekeeping in work areas; no papers, files, cardboard or materials are stored on floors or against radiators and electrical points.
- (f) Ensure all fire routes, corridors and staircases are unobstructed and no combustibles are left in these areas.
- (g) Ensure all doors, and in particular smoke doors and fire exists, are kept unobstructed at all times, and that they open easily. Contact the Site Office personnel in case of difficulty.
- (h) Check periodically all power sockets, plugs and cables for damage or scorching. If any are found this must be reported immediately to the Site Office incharge. Over 60% of fires originate through electrical faults.
- (i) Fire doors (i.e. ones marked with a blue label and/or fitted with a closer) must never be propped open at any time – unless they have been adapted to close automatically in a fire situation. Smoke can travel throughout a build in a few seconds.



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- (j) Glass vision panels fitted in a door for the purposes of scanning the occupancy of the room as part of a fire and emergency evacuation procedure should not be obscured by notices, apparel or other means.
- (k) Fire extinguisher must be well mounted and not removed (see para 2.11)
- (l) Members of staff should not use fire extinguishers – they are provided for the use of the emergency services and to be used as a last resort in an evacuation
- (m) Members of staff should co-operate with Site management personnel in providing Fire Team and Fire Assembly Point Controllers for their areas. Site management personnel must ensure that they are appropriately trained. Members of staff must take part in Fire Drills and must be familiar with the Fire Evacuation Procedures (Section 2.4 in this Handbook) and the Emergency Evacuation of Disabled People procedures (Section 2.8 in this Handbook), copies of which should be available in all areas.
- (n) Managers must ensure that all members of staff for whom they are responsible are familiar with the above points. Site Office personnel or the Health, Safety and Environment Team should be contact if further advice is required

(BS EN3 Part5, which came into effect No 1 January 1997, requires all new extinguishers to be red, but they will have a band of colour appropriate to use)



## **EMERGENCY EVACUATION PROCEDURES**

### **1. INTRODUCTION**

The Geo-tech (Company) has developed comprehensive Emergency Evacuation Procedures for each of its main Sites as well as Standard Evacuation Plans (SEPs) for disabled visitors and 'casual users' (see Section 2.8 'Emergency Evacuation of Disabled People' in this Handbook).

In addition the Personal Emergency Evacuation Plans (PEEFS), drawn up in compliance with Section 2.8 in this Handbook, will be available to the person responsible for coordinating the evacuation with the agreement of the disabled person.

Though the main emphasis is evacuation in the event of a fire being discovered, the same procedure would apply for the need for evacuation of any other incident which was life threatening i.e. suspected bomb, toxic substances or terrorist activity.

### **2. FIRE WARDEN AND THE FIRE ASSEMBLY POINT CONTROLLERS**

Appropriate Fire Warden and Fire Assembly Point Controllers are recruited for each area. Names are available from Site Office. Their duties are defined as follows:

#### **2.1. FIRE MARSHALS**

The responsibilities of members of staff who undertake Fire Warden Duties are:

##### **At any time:**

- a. Monitoring their allotted areas to ensure fire hazards or any other hazard that could warrant emergency evacuation are eliminated;
- b. Checking that fire exits are clear and unobstructed;
- c. Checking that fire doors are closed and not wedged open;
- d. Ensuring that the occupancy viewing panels in doors, where provided, are not obscured;
- e. Making sure that the fire extinguishers are correctly situated;
- f. Making sure that staff and particularly new members, are aware of the Fire Emergency Evacuation Procedures and the procedures for the Emergency Evacuation of Disabled People;
- g. Ensuring full co-operation in Fire Drills;



**3. During an emergency situation:**

Supervising the evacuation of their designated area of responsibility in an emergency exiting situation;

Using the occupancy view panels in doors for speed checking in dangerous situations when opening doors could spread smoke, fuel a fire or risk injury to individuals on the floor behind doors, and reporting problems with access for professional personnel to take rescue action;

Reporting the status of their area to the designated Assembly Point Controller'

Reporting back at de-briefing sessions.

**3.1 FIRE ASSEMBLY POINT CONTROLLERS**

The responsibilities of members of staff who undertake Fire Assembly Point Controllers duties are;

Collecting and disseminating information from Fire Wardens;

Communication with professional personnel for particular rescue situation.

**4. MAJOR DISASTER PLANS**

The Company has a plan to deal with major disasters.

**5. LINKED SECTIONS**

Section 2.3 on 'Fire Safety', Section 2.8 on 'Emergency Evacuation of Disabled People and Section 4.2 on 'Visitors to Company Premises' contain other relevant information. These are all in this Handbook.

## **RISK ASSESSMENT PROCEDURE**

### **1. Introduction**

This procedure provides advice and guidance for managers at the Company on the compliance with the requirements of “Rick Assessment”.

### **2. Risk Assessments**

A risk assessment is carried out to identify the risks to health and safety to any person arising out of, or in connection with work or work activities undertaken at the Company or wherever the Company is undertaking its business.

The assessment is therefore a process of identifying potential hazards (whether arising from work activities or from other factors, e.g layout of premises) and then evaluation the extent of the risks involved by making a competent judgment as to the likelihood of that hazard actually causing harm, taking into account whatever control measures already in place.

A risk assessment should therefore:

- (a) ensure significant risks and hazards are addressed;
- (b) ensure all those who might be harmed by the hazards are identified;
- (c) ensure all aspects of work activity are reviewed including routine and non-routine activities;
- (d) take account of non-routine operations, e.g. maintenance;
- (e) take account of the management of incidents such as interruption work activity;
- (f) be systematic in identifying hazards and looking at risks;
- (g) take account of the way work is organized and the effects this can have on health, including taking account of potential psychological as well as physical changes<sup>3</sup>;
- (h) take account of risks to the public.
- (i) Take account of the need to cover fire risks and risks of explosion.

<sup>3</sup> See Appendix 13.21 ‘Stress Management and Policy Statement in the Personnel Handbook. The Health and Safety Executive (HSE) expects every employer to conduct risk assessments for health and safety hazards, including work-related stress.



### **3. Requirements to Assess Specific Risks**

Control of Noise at Work

Control of Substances Hazardous to Health

Dangerous Substances and Explosive Atmospheres

Health and Safety (Display Screen Equipment)

Manual Handling Operations

However it will be necessary to ensure that they cover all significant risks. It is therefore advisable to undertake a risk assessment in accordance with the requirements to identify where a more detailed risk assessment is required to be carried out.

### **4. Fieldwork and other activities off company premises**

This section of the Handbook should be read in conjunction with the company's procedures for fieldwork and other activities away from the Company's premises. See Section 2.9 'Safety in Fieldwork' in this Handbook.

### **5. Legislative Requirements**

**As an employer the Company must ensure:**

- (a) risk assessments are complete and recorded for all activities undertaken by the Company taking into account who may be affected by these activities, and implementing the necessary control measures to ensure compliance with health and safety legislation;
- (b) risk assessments include an assessment of risks to any vulnerable groups of staff;
- (c) when implementing any preventive and protective measures they are done so on the basis of the principles specified in Schedule 1 of the MHSWAR regulations (see Appendix 2 of this section);
- (d) Risk assessments are reviewed and if necessary, modified, since they should not be a once-and-for-all activity. The nature of work changes; the appreciation of hazards and risks may develop. Adverse events may take place even if a suitable and sufficient risk assessment has been made and appropriate preventive and protective measures taken. In most cases, it is prudent to plan to review assessments at least annually, dependant on the nature of the risks and the degree of change likely in the work activity;
- (e) Risk assessments are recorded and brought to the attention of all members of staff to whom the assessments relate.



## **6. Administration of the Risk Assessment Procedure at the Company**

All managers must ensure that compliance with the requirements to undertake risk assessment is achieved within their Faculty/School/Research Unit/Department by.

- (a) identifying all activities, tasks and areas in their Project/Operation site which require risk assessing and recording them in a risk register;
- (b) Ensuring that risk assessments are completed for such activities, tasks and areas and recorded on the Company's approved risk assessment forms (see Appendix 3 in this section for an example). Specialized forms available from the Health, Safety and Environment Team, e.g.; 'Event Management', Working in a n Office' etc.
- (c) retaining responsibility for ensuring that assessments are completed, authorized and actions adequately prioritized and addressed, though the function of carrying out risk assessments may be delegated to suitably trained members of staff;
- (d) ensuring that the risk assessments includes consideration and appropriate actions for any specific group of staff, e.g. disabled persons, new or expectant mothers and young persons and also for persons who are not employed i.e. sub-contractors or visitors;
- (e) ensuring that 'Actions' are completed within a reasonable timescale and information passed to the Health, Safety and Environment Team.
- (f) Ensuring that all risk assessments are held in a central location and that staff are aware of the location and content with the risk assessment relevant to their work or activity. Where applicable any specific actions or information must be brought to the attention of staff who may be adversely affected by the risks, along with any precautions required and any emergency arrangements introduced;
- (g) Ensuring that copies of all risk assessments are submitted to the Health, Safety and Environment Team in the Department for monitoring and review purposes;
- (h) Ensuring that risk assessments are reviewed
  - (i) annually for low risk areas, i.e. office and six monthly for high-risk areas, to ensure that it is still valid.
  - (ii) if changes take place (i.e. in the method of work, personnel, environment) which makes the existing assessment invalid;
  - (iii) If it is considered that the risk assessment is no longer accurate (i.e. research has identified a previously unknown risk).

## **Appendix 1**

### **VULNERABLE GROUPS OF STAFF**

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#### **2. New Persons**

Employers are required to assess the specific risks to new people before employing a new person in the workplace; the assessment should give particular consideration to the inexperience and possible immaturity of the individual. For new workers, the risk assessment needs to pay attention to risk described below:

- (a) work beyond their physical or psychological capacity.
- (b) work involving harmful exposure to radiation.
- (c) Work involving the risk of accidents which may reasonably be assumed cannot be recognized or avoided by new persons owing to their insufficient attention to safety or lack of experience or training; or
- (d) Work in which there is a risk to health from extreme cold or heat, noise or vibration.

When control measures have been taken against these risks and if significant risk still remains, no child (under 18 years) can be employed to do this work.

- (i) it is necessary for their training; and
- (ii) they are supervised by a competent person; and
- (iii) the risk will be reduced to the lowest level reasonably practicable.

## **Appendix 2**

### **SCHEDULE 1 MHSWR- GENERAL PRINCIPLES OF PREVENTION (REGULATION 4**

When implementing any preventive and protective measures they are done so on the basis of the principles specified in Schedule 1 of the MHSWR regulations:

- (a) avoiding risks;
- (b) evaluating the risks which cannot be avoided;
- (c) combating the risk at source;
- (d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- (e) adapting to technical progress;
- (f) replacing the dangerous by the non-dangerous or the less dangerous;
- (g) developing a coherent overall prevention policy which covers technology, organization of work, working conditions, social relationships and that influence of factors relating to the working environment;
- (h) giving collective protective measures priority over individual protective measures; and
- (i) Giving appropriate instruction to employees.

**RISK ASSESSMENT – HAZARD PROMPT LIST:**

During work activities could the following hazards exist?

1. Contact with Moving Machinery;
2. Slips, Trips and Falls, e.g. on the same level, from heights etc.
3. Struck by Objects, e.g. falling tools, ejection of material etc.
4. Striking against Object, e.g. inadequate headroom, etc.
5. Hazards associated with Manual Handling (Cross reference with Manual Handling Assessments) and Ergonomics (Display Screen Equipment (DSE) and Workstation Assessments)
6. Hazards associated with Substances (Cross-reference with COSHH and DSEAR Assessments);
7. Biological Hazards, eg. Rats urine;
8. Vehicle hazards, covering both site transport and travel by road;
9. Harmful energies e.g. Electricity, radiation, noise, vibration;
10. Fire and explosion'
11. Lone Working;
12. Violence;
13. New and Expectant Mothers;
14. First Aid provision.



<b>RISK ASSESSMENT – “ AIDE-MEMORE”</b>	
<b>Hazard Severity</b>	<b>Examples of type of Injury</b>
<b>Low</b>	Scratch, bruise, minor cut, minor burns. Normal work possible after first aid treatment
<b>Medium</b>	Burns, severe cuts, minor fractures (fingers & and toes), strains, sprains, temporarily disabling back injuries. Accident results in loss of time less than 3 day injury.
<b>High</b>	Permanent disability, amputations (e.g. loss of finger), other fractures, over 3-day injury, multiple injuries, fatalities.

<b>Description of Likelihood</b>	<b>Example</b>
<b>Not likely</b>	Harm will seldom occur. So unlikely, probability close to zero, e.g. the chance of being struck by lightning in UK.
<b>Possible</b>	Harm will occur frequently.
<b>Likely</b>	Harm is certain or near certain to occur. Occurs repeatedly, to be expected. If conditions continue an accident or incident is almost certain to occur.

Express the level of risk associated with identified hazards by multiplying the **hazard severity** by the **likelihood** of the hazard occurring.

Consult the risk matrix, to express the risk level;

<b>Likelihood</b> → ↓ <b>Hazard Severity</b>	<b>Not Likely</b>	<b>Possible</b>	<b>Likely</b>
<b>Low</b>	Very Low	Low	Medium
<b>Medium</b>	Low	Medium	High
<b>High</b>	Medium	High	<b>Very High</b>



**Risk-based Control Plan**

<b>Risk Level</b>	<b>Action</b>
<b>Very Low</b>	No action is required, though assessment must be recorded.
<b>Low</b>	No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
<b>Medium</b>	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
<b>High</b>	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involved work in progress, urgent action should be taken.
<b>Very High</b>	<b>Work should not be started or continued</b> until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.



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**UNIVERSITY OF  
GLOUCESTERSHIRE**

**RISK ASSESSMENT**

**Faculty/School/Research Unit/Department:**

**Campus:**

**Location:**

**Activity/Task Assessed:**

**Assessment Date:**

**Manager/HoD/HoS Signature:**

**Date:**

***Assessment Review date:***



**RISK ASSESSMENT RECORD SHEET**

**Activity/Task:**

**Assessed by:**

<b>Hazard Description</b>	<b>Severity (without control measures)</b>	<b>Persons exposed (employees, students etc)</b>	<b>Rick Control Measures Currently in place</b>	<b>Likelihood (with control measures)</b>	<b>Risk Level</b>	<b>Action Required</b>	<b>Auctioned (date and signature)</b>

**Hazard:** Something that has the potential to cause harm.

**Severity:** The degree of harm which the uncontrolled hazard has the potential to cause.

**Likelihood:** The probability that the hazard potential will be realized, taking into account any risk control measures in place.

**Risk:** Risk expresses the likelihood that the harm from a particular hazard is realized, taking into account the Severity.



## **NOTIFIABLE COMMUNICABLE DISEASES**

### **CONTENTS**

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Notifiable communicable diseases include .....

KEY TELEPHONE NUMBERS .....

APPENDIX 1 TO ANNEX 2 OUT-OF-HOURS TELEPHONE NUMBERS –NOT ALL

### **1. SCOPE**

- 1.1 This document sets out the procedure for dealing with a case of a “notifiable communicable disease” (e.g. meningitis), primarily within the staff/employees/visitors and sub-contractor’s of the Company.
- 1.2 By law, these diseases are “notifiable” because of the danger they pose to others, and a full list can be found at Annex 2. it is the responsibility of the doctor looking after a patient admitted with a diagnosis, or suspected diagnosis, of one of these specified communicate diseases to notify the case promptly.

### **2. NOTIFICATION TO THE COMPANY**

- 2.1 The Company Medical Officer must then ensure that at least one of the following are informed without delay:
  - (a) The Head of Project (Project Manager); and/or
  - (b) The HSE Coordinator; and/or

It will then be the responsibility of that person to ensure than members of the incident Control Team at 3.1 are informed of the situation as soon as possible.



2.2. **Other sources.** If the information comes from another source, e.g. from relatives or friends, then the person informed should notify their manager, supervisor who will then inform the Project Manager. The PM will then inform the Company Medical Officer who will investigate. If the outbreak is confirmed then the procedure at paragraph 2.1 above, will be followed.

### **3. INCIDENT CONTROL TEAM**

3.1 Following the confirmation of an outbreak of a notifiable communicable disease, an incident control team (ICT) will be formed consisting of, at least:

- (a) the Project Manager,
- (b) the Company Medical Officer,
- (c) the HSE Coordinator;
- (d) the Company Communications Officer;
- (e) a Fire/emergency Warden, if appropriate;
- (f) The HSE Advisor, if appropriate.

3.2 The PM will normally arrange and chair meetings. The incident Control Team will be responsible for identifying the target group for antibiotic prophylaxis and, if appropriate, vaccination.

### **4. PROVISION OF INFORMATION**

4.1 It is the responsibility of the PM to disseminate information to the appropriate staff with the support and advice of the Incident Control Team. This would normally involve a letter and leaflet to staff living in the same residence. Where possible, this information should be delivered face-to-face by HSE Advisors.

4.2 It is the responsibility of the PM to keep the appropriate people informed. This will include at least:

- (a) the Company Executive:
- (b) Line Manager, Supervisors;
- (c) Project Coordinator;
- (d) The Health Safety Advisor;

In is the responsibility of the above to inform the PM OF ANY RELEVANT developments as they occur.

## **Annex 1**

### **NOTIFIABLE COMMUNICABLE DISEASES**

Notifiable communicable diseases include.

- Acute encephalitis
- Acute poliomyelitis
- Anthrax
- Cholera
- Diphtheria
- Dysentery – amoebic or bacillary
- Food poisoning
- Leprosy
- Leptospirosis
- Malaria
- Measles
- Meningitis
- Meningococcal septicaemia (without meningitis)
- Mumps
- Ophthalmia neonatorum
- Paratyphoid fever
- Plague
- Rabies
- Relapsing fever
- Rubella
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhoid fever
- Typhus
- Viral haemorrhagic fever
- Viral hepatitis
- Whooping cough                      Yellow fever



**Annex 2**

**KEY TELEPHONE NUMBERS**

Following, are the persons who may need to be informed in the case of a notifiable communicable disease (those on list 1 must be informed as soon as possible).

Appendix 1 to this annex lists the out-of-hours contact telephone numbers for those persons marked with an asterisk and is on limited distribution.

**2. Company**

**3. During normal working hours**

Main Switchboard ..... (08707) 210210

**List 1 – must be informed:**

Company Medical Officer\* .....(01242-71) 4404  
 Project Manager\*.....(01242-41) 4536  
 HSE Advisor\*.....(01242-41) 4368

**List 2 – to be informed as appropriate:**

Head Office\*  
 CEO.....07801-183634  
 HSE Coordinator.....07801-183626  
 Resident Engineer.....07801-676977

**4. Company Medical Centre .....**



## **PORTABLE APPLIANCE TESTING – LEGAL FRAMEWORK AND PROCEDURES**

### **1. POLICY**

1.1. it is the policy of the Company:

- a) to ensure that all portable electrical equipment is safe to use, and
- b) to satisfy its related legal obligations.

### **2. SCOPE**

2.1. These procedures cover all portable electrical equipment, as defined in the IEE “Code of Practice of In-service Inspection and Testing of Electrical Equipment”, which is provided by the Company or brought on to any Project by Staffs or members of staff. It describes the frequency of testing various types of equipment in line with this code of practice. Appendices are included to provide additional detailed information and to clarify the practical implementation of the procedures.

### **3. TESTING AND INSPECTION FREQUENCY**

3.1. **General** – The PAT testing schedule is managed by the Department who contract out the work to a specialist firm. It is reviewed on an annual basis to optimize the frequency of testing in line with current practice and use of equipment.

3.2. Due to the large number of items of equipment involved it is impractical to carry out individual risk assessments. A general guide to the frequency of PAT testing various types of equipment is given below and has been chosen to be in line with the more detailed recommendations given in the IEE “Code of Practice for In-Service Inspection and Testing of Electrical Equipment”. The frequency of testing of some individual items of equipment will be altered in line with patterns of failure or damage reported.

3.3. If any piece of portable equipment is particularly heavily used it is the responsibility of the Project Manager to ensure that an individual risk assessment is carried out, and to arrange for the equipment’s use to be controlled or to have it tested on a more frequent basis.

3.4. The most important check that should be carried out on portable equipment is a visual inspection for damage. It is, therefore, necessary for staff and Management staff to ensure that equipment is examined for obvious external signs of damage before use.



- 3.5. **Staff Owned Equipment** in company – is to be visually inspected and tested by a competent engineer on a 12 monthly basis, normally between October and January, after the new Staff intake.
- 3.6. Failing equipment is to be report on the results sheet and tagged as “Do Not Use”. The Camp Boss should also be notified immediately.
- 3.7. Where the equipment leas is normally left permanently plugged in to the equipment, the leas is to be considered and tested as part of that equipment.
- 3.8. **Staff Owned Equipment** used in Company offices, Site camps or workshops, should be tested before it is used.
- 3.9. **Company Equipment** – Project equipment will be visually inspected and tested by a competent engineer to the following schedule:

**6 Monthly**

- All workshop equipment
- All cleaning equipment
- All maintenance, grounds equipment

**12 Monthly**

- All kitchen equipment
- Office portable equipment
- Vending machines (where not hired)

**48 Monthly**

- All stationary and computer equipment in offices and Learning Centres.

- 3.10. Where the equipment lead is normally left permanently plugged in to the equipment, the lead is to be considered and tested as part of that equipment.

**4. SECURITY REQUIREMENTS**

- 4.1. All those who carry out PAT testing in staff residential accommodation must have security clearance carried out to level judged to be sufficient by the PM.

**5. ACCESS TO STAFF RESIDENTIAL ROOMS**

- 5.1 Appendix 1 details the general procedures for carrying out maintenance work in Staff residential accommodation. In addition when PAT testing in staff residential accommodation it is required that two testers work in the same area in close proximity.



## **6. TEST RESULTS**

- 6.1 Test results for staff owned equipment consist of a listing of equipment tested only.
- 6.2 Test results for Company owned equipment are to be issued in a spreadsheet as per the format in Appendix 2. Actual measurement results are not required.

## **7. MARKING OF EQUIPMENT**

- 7.1 A tested label is to be fixed to all equipment stating the following information on it.
  - “Electrical Safety Test”
  - “Testing companies name”
  - “Next due date”
- 7.2 All computer equipment is labeled with an ICT asset label. Where this is the case do not fix a separate “PAT Register” label but use the ICT asset number as the PAT test number.
- 7.3 All other portable electrical equipment (except Staff and staff owned equipment) must have a Company “PAT Register” label fixed in a prominent position. See Appendix 2 for label details.
- 7.4 Where new (non-computer) equipment is found a “PAT Register” label must be fixed to it, and the full details of the item logged (as per Appendix 2), whether or not the equipment is due to be tested to the schedule above.
- 7.5 Refer to the Computer Asset Register maintained by ICT Services for age of computers to be tested.
- 7.6 All old green “Facilities Services” labels are to be removed noting the old asset number in relation to the new one.

## **8. STAFF OWNED EQUIPMENT**

- 8.1 The Company has a duty to test all portable electrical equipment including items brought on to any Project, which are owned by members of staff. If can not accept responsibility if this equipment falls the test or is damaged by the test. Staff not wishing to have their electrical equipment tested should ensure it is permanently removed from the camp or site.

## **9. EXCLUSIONS**

- 9.1 The following is excluded from the testing schedule:
  - Equipment under hire from an outside supplier It is the responsibility of the PM to ensure the supplier PAT tests their equipment on a regular basis.



## **Appendix 1**

### **PROCURE FOR CARRYING OUT MAINTENANCE WORKS IN STAFF RESIDENCES**

The appendix sets out the procedures to be adopted by both internal and external contractors for works requiring access to staff bedrooms only, in addition to the sites rules which set out the contractor's responsibilities for all areas.

1. Staff/sub-contractors should be clearly identifiable by ID cards and, normally, overalls displaying the company name.
2. Keys for access to rooms must be obtained from the Project or Accommodation Office and a signature provided. They must be returned each day at the time requested or when the work is finished or at the end of the day.
3. Work in Staff residences should not be carried out or access sought to bedrooms before 11 a.m. unless the work is of an urgent nature e.g. doors that cannot be un-locked. In the latter case attempts should be made to contact the warden concerned before proceeding further. If this is not possible please continue as set out below.
4. Staff and contractors must knock on the bedroom door concerned at least 3 times and as loudly as possible. If there is no response, you should knock on adjacent bedroom doors to try and ascertain the likely-hood of occupancy in the bedroom concerned.
5. Having done this and having still not had a response from the room concerned, you are then authorized to open the door concerned. You must however not enter the room until you have clearly and loudly stated who you are and the purpose of your visit.
6. If you receive a response tell the occupant that you will return in 15 minutes and ask if they can be in a suitable position to grant access or vacate the room at the end of the period.
7. Once access is granted proceed to carry out the work and obtain a signature on the appropriate documentation on completion before departing.
8. If you are reasonably assured that the bedroom concerned is vacant, enter carryout the works and ensure you leave behind a job slip on completion. This should be pushed under the door if possible.
9. If for whatever reason the occupant concerned does not wish to grant access then this must be respected, and the helpdesk informed. Please advise the



## Geo-tech Consultancy Services

occupant to contact the helpdesk to arrange a further visit. This does not apply to any maintenance situation that is hazardous and where harm could potentially occur. Examples of works falling within this category would be water or heating leaks, fire detector failure or damaged glazing.

10. It is imperative that rooms are left exactly as they were found. Only test items that are in the open. Do not remove items from drawers, cupboards or under beds and if such items are noticed report them as not being accessible?
11. Do not move items unless it is necessary to do so. If the Staff is present then ask them to move the item concerned.
12. Contractors must not use any facilities in the room such as sinks, toilets etc.
13. Contractors entering Staff accommodation are expected to conduct themselves in a professional manner, and to all avoid unnecessary contact with staffs. Concentrating on completing work in a timely manner is required, to reduce disruption to the Staff.



## **Appendix 2**

### **Label Details**

Inventory/Assets Number

Project

Building

Department

Room Number

Description

Make/Model

Serial Number

Status (in service, not found, scrapped etc).

Date Checked

Next test due date

## **EMERGENCY EVACUATION OF DISABLED PEOPLE**

### **Introduction**

It is a general requirement that emergency procedures for evacuation of buildings and grounds are pre-planned and that planning should have regard to the needs of all occupants. It is therefore essential to identify the needs of disabled staff, students and visitors and to make proper arrangements for their assistance in the event of an emergency evacuation for an event such as fire, toxic substances or terrorist activity.

This document sets out the approach of the University of Gloucestershire to meet this requirement and should be read in conjunction with Sections 2.3 'Fire Safety' and 2.4 'Emergency Evacuation Experience for Disabled Students. Legal requirements and examples of good practice'.

### **Policy**

The University of Gloucestershire policy is to provide a comprehensive and fully integrated approach to evacuation which includes disabled students, staff and visitors in accordance with the law and other linked University policy.

This approach includes the provision of 'Standard Evacuation Plans (SEPS)' for infrequent or casual visitors and 'Personal Emergency Evacuation Plans (PEEPS)' for staff, students and regular visitors. A 'responsible person' ensures that the details of the policy and procedures are implemented locally, monitoring occurs through the Campus Operational Groups (COGs), AND The Occupational Health Service and Disability Services will assist staff and students respectively. These arrangements must be tested and must be included in the fire risk assessment for the building.

Evacuation lifts will comply with the special requirements of BS 5588. Part 8, and the relevant parts of BS 5655.

Appendix 1 in this Section provides a check list for implementation.

Appendix 2 in this Section includes a proforma for staff and students.

Appendix 3 below defines the legal context and terms used.

## **Legal context and definitions of the terms used**

### **3.1 Legal**

The Health & Safety at Work etc. Act 1974 and relevant statutory provisions made under it, provide the framework of legal duties to protect the health and safety of staff, students, visitors and others who might be adversely affected by the activities of the University when on University sites or sites where the University might be undertaking business.

Section 2 of the Act requires employers to provide safe means of access and egress to the workplace. The Management of Health and Safety at Work Regulations 1999 extend this requirement to require employers to establish appropriate procedures to be followed in the event of serious and imminent danger. The Regulations also state the need to nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation from premises of persons at work. This includes the evacuation of disabled people.

The Disability Discrimination Act 1995 (DDA) and the Special Education Needs and Disabilities Act 2001 (SENDA), require the University to make 'reasonable adjustments' to its buildings. The requirements are anticipatory, so buildings need to be appropriately equipped for any disabled person who might wish to use the service on offer. There is a possible conflict here between allowing some people to access parts of a building from which they may not be able to escape as easily or quickly as others, and their duty to protect their health and safety. The law is clear, however, health and safety is paramount.

The Building Regulations apply to new works and major refurbishments although they provide good guidance for minor alterations to existing structures. Part B (Fire Safety) and M (Access to and Use of Buildings) are particularly relevant.

The Construction (Design and Management) Regulations 2007 include a requirement for the preparation of a fire safety strategy, including the evacuation of disabled persons. This strategy must be prepared in consultation with the end user and the person responsible for fire safety.

Under the Fire Precautions (Workplace) Regulations 1999, and the Regulatory Reform (Fire Safety) Order 2005, it is the responsibility of the person having control of a building to provide a fire safety risk assessment that includes an emergency evacuation plan for all people likely to be in the premises including disabled people, and details of how that plan will be implemented. Such a plan should not rely on the intervention of the Fire and Rescue Service to make it work.

### **3.3 Definitions of the legal terms**

#### **3.2.1 Responsible Person**

The 'responsible person' is the person ultimately responsible for fire safety in a building as defined in the Regulatory Reform Order (Fire Safety) 2005, and this will usually be the Faculty Dean (see Section 1.2 'Health and Safety Policy; Organizational Responsibilities' in this Handbook, paragraph 2 'University Executive' and paragraph 3 'Faculty Dean'). The 'responsible person' has overall responsibility for ensuring that all emergency plans are updated as necessary and whenever the fire safety risk in the building changes.

#### **3.2.2 Standard Evacuation Plans for occasional visitors (SEP)**

A standard plan is used where there are visitors or casual users of a building, including contractors, who may be present infrequently or on only one occasion. These plans are written procedures held at reception points within the University and are displayed to disabled people as part of the reception procedure. A disabled person requiring assistance in escaping is offered options for their assistance and is given suitable instructions. For further information see paragraph 4.2.2 below.

#### **3.2.3 Personal Emergency Evacuation Plan (PEEP)**

As its name implies this is an individual plan for disabled staff registered students, and regular visitors to a building. If contractors are regularly on site then a PEEP should be completed for those for whom it is appropriate. It must be tailored to their individual needs and is likely to give detailed information on their movements during an evacuation. For further information see paragraph 4.3.2 below.

## **Procedure and guidance**

The paragraph sets out the procedures and provides guidance for dealing with emergency evacuation of disabled people from University premises. The following paragraphs describe.

- (a) Fire risk assessments (paragraph 4.1 below).
- (b) Collective control measures (paragraph 4.2 below).
- (c) Individual control measures (paragraph 4.3).

### **4.1 Fire Risk Assessments**

Fire risk assessments should identify any groups particularly at risk. This will include those with physical impairments such as hearing sight, mobility, strength and dexterity and any other factor which could affect the efficiency of their evacuation. They should cross-reference to all the reasonable adjustments made under DDA/SENDA, and to any Standard Evacuation Plans (see paragraph 4.2.2 below) which affect fire safety, but they may not deal with the specific requirements of a single disabled person. Individual needs should be addressed in a Personal Emergency Evacuation Plan (PEEP), see paragraph 4.3.2 below.

Attention should mainly be focused on the response to a fire or alarm and means of escape. Disabilities which may increase fire safety risk in other ways should normally be addressed in activity based risk assessments under the Management of Health and Safety Regulations.

New builds, changes of use and major refurbishments subject to the Building Regulations require a Fire Risk Assessment, and the Construction (Design and Management) Regulations require developers and designers to prepare a Fire Safety Strategy. It is the responsibility of the Technical Services Team of the Estates Department to ensure that fire risk assessments are suitable and that any Fire Safety Strategies suit the University's requirements. Common issues to be considered include:

- (a) The managerial effort required to operate safe refuges;
- (b) Installation of visual alarms, particularly in toilets;
- (c) Fire alarm zoning and compartmentalization to allow for horizontal evacuation (see 4.2.3 (b) below);
- (d) Provision of evacuation lifts as standard;
- (e) Provision of illuminated and photo-luminescent signage, including indicating routes suitable or unsuitable for the disabled.

<sup>4</sup> See section 2.5 "Risk Assessment Procedure" in this Handbook

- (g) Where fire and smoke doors are fitted with 'stay open' devices to aid movement of people in normal circumstances, their automatic closure on operation of the fire alarm to be taken into account when planning evacuation procedures.
- (g) Planning of the drills to test the effectiveness of evacuation procedures for disabled persons.

Where recommendations for changes are included in a building fire risk assessment (or PEEP), there must be a plan of implementation which uses risk assessment to priorities which action (s) are taken first. There must also be a monitoring system in place to ensure that recommendations for action are implemented, or where the decision is to delay or not carry out the work, that this is fully justified and any ramifications of that decision are taken into account in a revision of the assessment (or PEEP).

Fire risk assessments must be reviewed when there is reason to suspect they are no longer valid or when there has been a significant change in the matters to which they relate. This will be undertaken by the responsible person in consultation with the COG.

#### **4.2 Collective Control measures including Standard Evacuation Plans (SEPs) for occasional disabled visitors**

##### **4.2.1 General**

The hierarchy of control set out in the Management of Health and Safety of Work Regulations is relevant when considering control measures but only to a limited extent. Collective and permanent controls should always be considered in preference to controls that only protect individuals or that can be easily defeated. Equally, controls which require no managerial activity are preferred.

##### **4.2.2 Standard Evacuation Plans for occasional visitors**

A Standard Evacuation Plan is a collective control measure to be used where there are disabled visitors, contractors or casual users of a building who may be present infrequently or on only one occasion. These plans are written procedures held at reception points within the University and are offered to disabled people as part of the reception procedure. A disabled person requiring assistance in escaping is offered options for their assistance and is given suitable instructions.

Because the University must anticipate that disabled people will use its facilities, generic evacuation procedures that complement those for access must be in place. These facilities include:

- (a) Service areas – such as:
  - (i) Learning Centres;
  - (ii) Laboratories, Studios and Workshops.
  - (iii) Refectories;
  - (iv) Sport and Exercise Facilities
  - (v) Social Facilities (e.g. The Gloucester Suite, Student Union bars).

The relevant manager in charge of these areas in buildings

- (b) Centrally bookable rooms and common areas in buildings.

Developing the appropriate procedures in these areas is the responsibility of the appropriate Faculty, who should obtain advice and assistance from the Technical Services Team, Estates Department, and follow the procedure set out in Section 5 and Appendices 1 to 7 of the Department for Communities and Local Government supplementary guide Fire Safety Risk Assessment – Means of Escape for Disabled People. Copies of this document are available from the Health, Safety and Environment Team or online form;

#### **4.2.3 Mobility Impairment**

##### **(a) Slopes**

These are preferable to steps and should be of a reasonable gradient. Where steps are installed an alternative route or other arrangements will be required.

##### **(b) Horizontal Evacuation**

Where the structure allows, evacuation to a 'safe place' may be considered sufficient. This could be by horizontal travel into an unaffected fire compartment. This is generally the best and most economic solution in the circumstances.

##### **(c) Lifts**

These are the best option in most cases. They require minimal managerial control and allow for unaided evacuation of significant numbers of disabled persons. In some cases, it may be possible to adapt an existing lift to comply with the requirements for an evacuation life. The cost will depend on, amongst other things, the existing building design and whether there is already a protected lift lobby, the

number of floors, the availability of a secondary power supply, etc. Standard lifts can also be utilized, but only in exceptional circumstances where the risk is considered acceptable and is supported by a Fire Risk Assessment.

**(d) Refuges**

These tend to be the preference of developers and designers as they are relatively inexpensive. They require significant managerial control and are therefore the least attractive option. Refuges are places where disabled people can wait for short periods of time in relative safety before continuing to a final exit. They are intended only as temporary safe place and it must be emphasized that it is the responsibility of the building's management to evacuate people from refuges to a place of safety – it is not the responsibility of the Fire and Rescue Service. There is often a reluctance to use refuges when everyone else is evacuating to outside the building.

They can usually be provided either on an existing stairway, if there is sufficient room, or in another room which has suitable fire protection. It is necessary to provide a communications link – this enables verbal reassurance to be given, as well as communicating vital information about the condition of the person(s) in the refuge and their proximity to any fire.

Building management must ensure that a sufficient number of persons are designated to help disabled people escape from a refuge in the event of a fire. How this is to be achieved must also be considered. In a relatively static working environment colleagues or other permanent staff (such as security staff) will often be reasonably close to a refuge and may be relied upon to take action. In the University this is not usually the case, and the movement of disabled persons from safe refuges to a final exit presents significant difficulties – one wheelchair user may be taught by numerous academics during the year, in different classes of students, in different buildings where there may be no permanent staff or where security staff attend only for limited periods.

See also paragraph 5.3.2 in this section.

**(e) Emergency Evacuation Chairs**

Provision of these can suit many mobility-impaired persons, but not all. The chairs are usually fitted on wall brackets in or near refuges. Sufficient chairs must be provided with consideration of the fact that they may not be re-used as wheelchairs will have been left in the refuges. Who is going to be trained and available to use these must also be considered.

Any designated operators must be fully trained in the techniques of use and helping to evacuate users. Training and regular practice are an essential part of any strategy involving evacuation chairs, and the commitment of time to carry this out should not be underestimated. See also paragraph 4.3.2 in this Section.

#### **4.2.4 Impaired Vision**

It is essential that signs and information can be distinguished quickly. Good lighting is crucial, as well as the use of strong contrasts between surfaces such as door/wall/floor/stair edges, etc. Illuminated and photo-luminescent signage is advantageous.

#### **4.2.5 Hearing Impairment**

Whilst people with hearing impairment may be able to evacuate a building without assistance, they may need help in determining when an alarm situation exists. Installation of beacons and devices such as the Deaf Alert/Vibrating pager systems can be very effective at giving warning. In sleeping accommodation vibrating beds or pillows can be very successful. The use of induction loops alone is not considered sufficient.

### **4.3 Individual control measures including Personal Emergency Evacuation Plans (PEEFs)**

#### **4.3.1 General**

Allocation of rooms and timetables must take account of known disabilities. i.e. those notified to Disability Services.

Staff and students engaged in research work will generally move about less than others, although access and emergency egress from all their workplaces must be taken into account.

Perhaps the most significant preventative measure that can be considered for teaching staff, someone on an undergraduate or taught postgraduate course is a review of their timetable and room allocations. Where possible, lecture facilities on ground should be used in preference to venues from which escape is more difficult. Also, where possible, movements between buildings over difficult terrain or long distances should be minimized, particularly where there is limited time.

Persons responsible for room allocation and timetabling should ensure that requests for particular facilities suitable for disabled persons are prioritized. Teaching and accommodation staff should be made aware of this.

#### **4.3.2. Personal Emergency Evacuation Plans (PEEPs)**

If a building or area is suitable for safe access and egress by a disabled person, or can reasonably be altered to become so, then a Personal Emergency Evacuation Plan (PEEP) must be prepared – an example is at Appendix 1 in this Section. This plan will record the arrangements to evacuate that person from the building or area in the event of an emergency.

In the case of staff, the Head of Department must ensure that the PEEP is prepared in consultation with the individual member of staff, the Occupational Health Service and any other relevant party.

For students, Disability Services in consultation with the individual student and any other relevant party will prepare the plan. The consultation process should include appropriate academic staff and, if necessary, other members of the student body.

In all cases the Technical Services Team in the Estates Department should be involved. Where individuals require access to several buildings or areas it will be necessary for the PEEP to record arrangements for egress from each of these. In addition to the individual receiving a written copy of the PEEP, copies will also be held by the relevant department and Occupational Health Services (for staff), Disability Services (for students), Security (for passing on to Fire and Rescue if necessary) and by the Technical Services Team in the Estates Department.

A review of the PEEP will be undertaken every year and following any significant change in circumstances. The review should pay particular attention to any alterations to buildings or the changing needs of the individual, for example as a result of changing abilities or a change of course or subject.

Some disabled people will require assistance in leaving the building. In these cases it will be necessary to have a pre-arranged meeting place. If the disabled person is likely to move around the building, a means of communication will be necessary between the helper (s) and the disabled person. They can then arrange to meet at a particular refuge point during the escape.

People should never be left in a refuge to wait for the Fire and Rescue Service. The refuge can be used as a safe resting place as well as a place to wait in a phased evacuation while the go ahead for a full escape is established. A refuge must be equipped with a suitable means of communication.

If the PEEP identifies that the disabled person is to be transported down stairs (either by evacuation chair or by any other means) the Head of

Department (for staff) or Disability Services (for students) must ensure that those entrusted with this task receive appropriate and adequate training.

### Targeting Requirements

There are a number of trigger mechanisms to identify when a PEEP should be completed. These are:

- (a) **Staff** – the Senior Occupational Health Adviser will alert Faculty Deans/Heads of Department when a disabled person requiring a PEEP is employed, or of the development of any temporary or permanent disability arrangements for existing staff.
- (b) **Students** - in cases where information has been made available to them, Disability Services will alert course leaders as part of the process of considering access provision for a disabled student. Otherwise, departments must develop an appropriate procedure to identify requirements.
- (c) **Visitors and contractors** – Heads of Department must ensure that, where practicable, any particular requirements are identified and appropriate procedures are put in place to coincide with the visit.

### References

- (a) Departments for Communities and Local Government (2007) Fire Safety Risk Assessment – Means of Escape for Disabled People (Supplementary Guide), (online), available from:  
<http://www.communities.gov.uk/publications/fire/firesafetyassessment/means>  
  
(Copies of this guide are also available from the Health, Safety and Environment Team)
- (b) Department for Communities and Local Government (2006) Fire Safety Risk Assessment – Educational Premises, London; DCLG Publications.
- (c) University of Gloucestershire (2006) Working Towards an Inclusive Educational Experience for Disabled Students: legal requirements and examples of good practice, [online], available from:  
<http://www.glos.ac.uk/adu/clt/inclcd/iee/index.cfm>
- (d) British Standards (1999) BS5588 Fire Precautions in the design, construction and use of buildings – Part 8: Code of practice for means of escape for disabled people, London: British Standards



## **Appendix 1**

### **Check list for the implementation of policy in respect of the emergency evacuation of disabled staff, students, contractors and visitors**

The person in charge of a building, as the 'responsible person', must make the best practicable arrangements for ascertaining what use is made of the building or area by disabled people.

1. Plans for evacuation must be made in consultation with the individual disabled person, and must make adequate arrangements for their evacuation in the event of fire or any other life threatening incident i.e. suspected bomb, toxic substances or terrorist activity.
2. These arrangements must be tested, and must be included in the fire risk assessment for the building.
3. A Personal Emergency Evacuation Plan (PEEP) must be drawn up for each student or employee whose disability could affect his/her response to an emergency situation.
4. In line with the University's Health and Safety Policy: Organizational Responsibilities (paragraph 4 'Managers'), managers must allocate responsibilities for preparing and implementing a PEEP, and must also put in place procedures for monitoring, measuring and reviewing their effectiveness
5. With the knowledge and agreement of the disabled person, copies of the PEEP will also be provided to those with responsibilities under it, and to the person co-coordinating the evacuation procedure, having regard to the safety of others.
6. Where a building welcomes visitors, information about emergency evacuation should be readily available by means of Standard Evacuation Plans.
7. A disabled person requiring assistance in escaping can choose from a number of options and then be given suitable instructions.
8. Information and signs should be provided clearly at the building entrance about how to obtain assistance.
9. When providing information consideration must be given to those whose native language is not English.
10. Where the need is identified, a sufficient number of people should be designated and trained in advance to give assistance to disabled people. This should take into account the number of people likely to be present at any time (particularly out of normal opening or use hours).

11. Where necessary, arrangements must be made for the presence of the disabled person in any part of the campus to be made known to those who would give assistance. Possible methods include an in-out tally at the entrance, informing someone, or using the Fire Marshall system (see Section 2.4 'Emergency Evacuation Procedures' in this Handbook). Whatever system is used it is essential that it is available throughout the disabled person's stay.
12. Restrictions on access will only be considered when, despite making reasonable adjustments, that are reasonably practical, there remain significant concerns about safety. On occasions such as weekends or evenings, it may be necessary to restrict access to disabled people who would need assistance to leave in an emergency, if insufficient trained assistants are present. This may involve access policies for class teaching and or private study.
13. Disabled persons should not use any part of a building where it would be difficult for them, even with help, to escape in the event of an emergency. Use of basements by wheelchair users, where there is no basement chairlift, is likely to be an example of this. Reasonable adjustment should be made, and this might include moving activities which might take place in such areas should be moved to different areas, to avoid excluding disabled persons.
14. Unless specifically designated as an evacuation lift, lifts must not be used in the event of an emergency unless justified by a Fire Risk Assessment or under the direction of the emergency services.
15. In all cases of new build projects and refurbishments where access for disabled people is already a routine consideration, arrangements for emergency egress will also be considered.
16. Wherever practicable, new and re-furbished passenger lifts will be specified as evacuation lifts which will comply with the special requirements of BS-5588: Part 8, and the relevant parts of BS-5655.
17. Any refuges provided will meet the requirements of BS 5588 Part 8.
18. Further advice on disability issues can be obtained from Disability Services and the Occupational Health Service and on evacuation procedures and fire safety issues from the Technical Services Team in the Estates Department.



## Appendix 2

### Personal Emergency Evacuation Plan (PEEP)

Name:	
Staff number:	
Department:	

<b>Normal weekly timetable:</b>			
	morning	afternoon	evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Please indicate when you will usually be on University premises, and where possible, specify campus, building and room number, for example PK TC 128.

**This Section primarily relates to hearing impairment:**

- Can you hear a fire alarm in normal circumstances, or do you have a hearing dog who can provide such a warning?

Yes  No
- If the answer is No. would a visual indicator assist?

Yes  No
- Are you aware of any assistance you might require? For example, any specialized equipment or a helper who could provide support in the fire evacuation procedure

Yes  No



If yes, please give further details:

4. Are there any other measures that could assist you?

Yes

No

if yes, please give further details:

This Section primarily relates to visual impairment:

5. Do you have a visual impairment which would have an impact on you leaving the building in an emergency unassisted?

Yes

No

6. Do you require an aid to help you move around the building? For example, a cane, guide dog or other equipment.

Yes

No

If yes, please give further details:



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7. In normal circumstances, how long does it take you to leave the building from you place of work without assistance?

Time in minutes:

8. Would tactile signage or floor surface information be of assistance to you?

Yes  No

If yes, please give further details:

9. If there are any other problems you would wish to highlight, or any other solutions or measures that might assist, please give further details:

10. If there are any other problems you would wish to highlight, or any other solutions or measures that might assist, please give further details:

This Section primarily relates to mobility impairment:

11. Can you leave the building promptly, perhaps with the help of a trained dog or suitable mobility equipment?

Yes  No

12. Can you leave the building unassisted?



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Yes  No

If no, do you require help from an assistant to leave the building?

Yes  No

13. Do you need or use a wheelchair?

Yes  No

Can your wheelchair be dispensed with to aid evacuation?

Yes  No

Is the wheelchair a standard size, or an electrically powered type with wider dimensions than usual?

Normal  Electrical  Width (in mm):

14. Would an evacuation chair help in the event of an emergency?

Yes  No

15. Has a member of staff and a deputy already been assigned to assist you?

Yes  No

If yes, please give their names and contact details:

16. Please add any further, useful information below:

This Section relates to general issues:



## Geo-tech Consultancy Services

17. Is the standard evacuation procedure adequate for your needs?

Yes

No

18. Do you think that the speed at which you are able to leave the building may have the potential to hold-up other people leaving the building in corridors and stairways, or that they may cause you injury as they pass more quickly?

Yes

No

If yes, please give further details:

19. Can you identify any specific actions or measures that would assist you in an emergency?

### Practice Diary

#### Year 1

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

#### Year 2

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Plan date:						Review date					
Signed:											

## **SAFETY IN FIELDWORK CONTENTS**

### **1. Introduction**

fieldwork in practical work carried out by members of staff or sub-contractor normally away from the Company campuses and other places where it may be conducting its business. It involves the application of knowledge in an appropriate context in order to develop further understanding and skills as part of the academic teaching programmes and for specific research activity. It involves operating within a structure, research/investigation, and collection of data, practical application, engagement, and interpretation/analysis, synthesis, presenting outcomes and report.

The range of fieldwork carried out in the Company is diverse, ranging from visits to local art galleries to expeditions to remote areas of the planet. It will include activities as diverse as social survey interviews, as well as the well recognized areas of survey/collection work carried out by environmental scientists and biologists.

The intention of these guidelines therefore, is not to present a rigid procedure and comprehensive guidance but to outline the principles and procedures necessary for the safe management of all types of fieldwork.

Staff and sub-contractor undertaking fieldwork must be aware of the hazards associated with the activity. In addition, it is vital that individuals are provided with the necessary information, and as appropriate, training to undertake the fieldwork safely.

### **2. Legislative Framework**

The Health & Safety at Work etc. Act 1974, places general duties on the Company towards its staff and others who may be affected by its activities. These are set out in Sections 2 and 3 of the Act.

The Management of Health and Safety at Work Regulations 1999 set out these duties more explicitly as a duty of line management.

It is the responsibility of Council, through its officers, to ensure that these statutory duties are met and that appropriate standards are applied. Some of the standards applicable to typical fieldwork in the Company are listed in Appendix 1.

Faculty Deans and Heads of Department have overall responsibility for health and safety in their areas and must ensure that:



- (a) an assessment of risk is made prior to the start of the activity;
- (b) that appropriate control measures are in place to meet an acceptable standard of safety.

Usually this duty will be delegated to the member of staff organizing the fieldwork. In these cases Faculty Deans or Heads of Department must ensure that the organization of the fieldwork meets any specific Faculty/Department safety criteria, and that any accidents that occur are reported, investigated, and if necessary, statutory notifications are made.

### **3. Definitions**

#### **3.1 Fieldwork Location and Responsibilities**

Fieldwork is normally carried out in places which are not under Company control but where the Company remains responsible for the safety of its staff and/or subcontractor and others exposed to their activities.

#### **3.2. Competent Person**

A competent person is someone with sufficient training, knowledge, experience, expertise and/or other qualities to complete their allotted task safely and effectively.

#### **3.3 Fieldwork Organizer**

The fieldwork organizer is a competent member of staff organizing the fieldwork. In most cases this will be a member of the academic staff.

#### **3.4 Fieldwork Leader**

The fieldwork leader is a competent person appointed by a Fieldwork Organizer to act on his behalf. He may be a suitable member of academic or technical staff.

### **4. General Principles**

Section within these guidelines deal with some of the specific requirements for fieldwork. However, it is important that the following basic principles are always observed.

- (a) all individuals involved in fieldwork must have a clear understanding of its nature, purpose and aim;



## **Geo-tech Consultancy Services**

- (b) in planning the activity, care must be taken not to over estimate what can be achieved, bearing in mind the experience and training of the group and the nature of the environment;
  
- (c) Consideration should be given to contingency plans in the event of an emergency during the activity and all participants should be advised of these plan.



## **5. Responsibilities**

### **5.1 Project manager and line Manager**

It is the responsibility of Project manager and line Manager to ensure that appropriate standards are met in relation to the safety of fieldwork. These responsibilities apply equally to compulsory and optional fieldwork activities organized by the Company.

PM must ensure that”

- (a) where the hazards are such that without consideration by a competent person the level of risk would be unacceptable, specific Department safety criteria are established’
- (b) an assessment of risk by a competent person is made prior to the start of the activity;
- (c) appropriate control measures are in place to meet an acceptable standard of safety;
- (d) the organization of the fieldwork meets any specific Department safety criteria; and
- (e) That any accident that occur are reported, investigated, and if necessary, statutory notifications are made.

### **5.2. Fieldwork Organizers**

Organizers are responsible to the Manager for carrying out a risk assessment, for ensuring that there is adequate safety arrangements and that these are observed for all fieldwork they organize. This is in accordance with Section 1.2 in this Handbook on ‘Health and Safety Policy; Organizational Responsibilities’.

### **5.3 Fieldwork Leaders**

For supervised groups or where otherwise appropriate, Fieldwork Organizers may appoint one of more Fieldwork Leaders to act on their behalf. These may be suitable members of academic or technical staff. Organizers may delegate some safety responsibility to Fieldwork Leaders whilst retaining overall responsibility for the safety arrangements. Fieldwork Leaders must follow safety arrangements agreed with the Organizer, e.g. notification of departures and returns from the fieldwork site.

### **5.4 Fieldwork (Engineers, Surveyors, Supervisors, Technicians or Staff**



It should be clearly understood by all fieldwork that they are in a working situation, and that they are always acting under supervision. They are responsible for adhering to sensible standards of behavior and must be made aware of the standards expected of them. It is imperative that fieldworkers co-operate and behave responsibly in order to reduce the risk of accidents. Specifically they must.

- (a) attend all briefings before the start of the fieldwork.
- (b) Indicate any medical condition or circumstances which may affect the health and safety of themselves or others undertaking any activity. Requirements for disclosure must lie within the boundaries established by the Disability Discrimination Act, and care must be taken to safeguard any confidential information disclosed in this context. Guidance is available in the Company publication 'working towards an Inclusive Educational Experience or Disabled Sub-contractor, legal requirements and examples of good practice'. The company's policy in respect of HIV+ and AIDS must also be taken into account.
- (c) Obey all instructions given by the Fieldwork Organizer or Fieldwork Leader;
- (d) Stay with the party, except by clear arrangement with the Fieldwork Organizer or Fieldwork Leaders and observe instructions for reporting after completion of work'
- (e) Report any personal injury or illness arising out of, or during, the fieldwork;
- (f) Carry any necessary medical cards giving blood or allergy details along with their Company ID card.

Anyone not conforming to the standards required must be made aware that they may be dismissed from the activity (this is particularly important for fieldwork including an element of leisure time).

### **6. Risk Assessment**

The aim of a risk assessment is to identify all the foreseeable hazards associated with the fieldwork, and then to assess the actual risk that the hazards present in the circumstances. Section 2.5 'Risk Assessment Procedure' in this Handbook should be followed and the assessments must be recorded, signed and kept up-to-date.

Some of the factors to consider when carrying out a risk assessment in relation to fieldwork are detailed below. The degree of detail required for each factor will vary depending upon the nature of the activity. However, it is



important in all cases to define clearly the object of the fieldwork and all the stages within it. These factors include;

- (a) the feasibility of the fieldwork;
- (b) the risk inherent in the site of locations to be visited.
- (c) The risks inherent in the work/activity carried out at the site or location visited;
- (d) The organization of the work; and
- (e) The conduct of the fieldwork.

Each of these factors contains a number of points for consideration and a checklist is provided in Appendix 2 in this Section to assist.

For local routine field work that is well supervised, it may be appropriate to carry out a generic assessment and develop a procedure setting out the standards required.

For fieldwork; however, that occurs on an irregular basis and is some distance from the Company it is recommended that the assessment process is repeated each time.

If the situation arises during fieldwork to undertake additional unplanned activities, then they must not be undertaken without first carrying out an adequate risk assessment, communicating this to all affected parties, and generating a written record. If this cannot be done, then those activities should not proceed.

During fieldwork the Fieldwork Organizer or Fieldwork Leader may have to alter the planned programme due to unforeseen or unexpected circumstances. This could arise, for example, due to changes in weather conditions or changes in the capability of the group perhaps due to ill health. The risk assessment should record the procedure and authority for making such alterations.



## **7. Insurance**

### **7.1. Company and Site Owner Insurance**

All persons participating in fieldwork must be adequately insured.

The Company's Combined Liability policy provides an indemnity to the Company for its legal liability arising from death of or bodily injury or disease sustained by employees during the course of their employment.

The policy also provides an indemnity for loss of or damage to third party property and death of or injury or disease to third parties occurring in connection with the Company's business.

It is important to note, however, that the policy does not provide an indemnity for the legal liability of a field centre if it is used during fieldwork. Therefore, it is important to ensure that the provider of the centre has adequate insurance.

Staff and sub-contractor visiting commercial concerns within the Pakistan will be covered by the site owner's insurance.

The laws covering liability are complex and, where necessary, PM and Line Managers should establish with the Company Insurance Manager that the combine liability policy covers the planned activities before the fieldwork starts.

### **7.2 Non members of the Company**

Liability and other insurances do not necessarily cover individuals who are not members of the Company, for example non-sub-contractor (e.g. friends or spouses) who travel with field trip parties. For such individuals to be classed as members of the Company, and therefore insured, there must be a valid academic or logistical reason for them to be accompanying the trip. Furthermore, each member of the field trip group, including those who are neither staff not sub-contractor, must have undergone the some procedures in terms of risk assessment and communication as the main party.

For these reasons, the inclusion of non-sub-contractor in field trip groups in discouraged unless the approval has been sought of the relevant PM or Line manager.

### **7.3 Medical Insurance**

It is important to have adequate medical insurance in place fieldwork, and the Company's travel insurance should normally be used.

Divers or group leaders should confirm that appropriate insurance arrangements are in place for any vehicles that may be used, for example drivers of private vehicles should establish that their insurance cover is valid for the conditions for which the vehicle is to be employed. The Company Insurance Guidelines set out the specific requirements. These are held by the Finance and Planning Department.

Section 5.1 in this Handbook also gives the driver training requirements for minibuses.

## **8. Supervision**

### **8.1. Level**

Supervision levels for fieldwork will vary tremendously. An inexperienced group of first year sub-contractor will require to be more closely supervised than postgraduates or experienced members of staff. During the activity the responsibility rests with the Fieldwork Organizer to ensure that the level of supervision is adequate for the situation. Three levels of supervision are usually recognized:

### **8.2. Fully Supervised**

This will normally be fieldwork of short duration and, usually but not always, in low hazard environments. Participations may be inexperienced and safety instruction should therefore be an integral part of the trip. Sub-contractor must be made aware of local rules applying to industrial or commercial sites. People should not be allowed to work independently and must not be exposed intentionally to hazardous situations.

Staff/sub-contractor ratios are an important consideration. Generally the maximum number of inexperienced sub-contractor involved in low risk activities in reasonably rugged countryside in the summer should be 10 per experienced member of staff. Larger sub-contractor to staff ratios will be appropriate for fieldwork in less challenging rural situations, or in relatively safe urban environments.

Each party should consist of at least two members of staff and adequate deputizing provision should be made for leaders (and drivers) in case of incapacity. Maximum and minimum party sizes should be established before

the trip, remembering the environment, the activity to be undertaken and the possibility of foreseeable emergencies.

Parties of more than 15 inexperienced people may be difficult to manage in rugged country. A minimum of four people to a sub-group will mean that if there is an emergency one can stay with the casualty and two can go for help. Wherever possible group will be matched for gender.

### **8.3 Expeditions**

Expeditions may be prolonged and in environments that are remote. Participants should normally be experienced and/or will have received training in work techniques and safety procedures.

The leader of such a trip must be adequately trained in appropriate skills that may include survival, communication, and navigational techniques. He/she should be aware of local hazards and be familiar with the precautions to be taken.

The Faculty Dean or Head of Department should be satisfied that the leader of the party has the personal capability and competence to lead, especially under adverse conditions. The authority and responsibilities of the leader must be clearly defined and understood by all members of the party and serious consideration given to excluding people unable to accept such authority.

Adequate deputizing arrangements should be made in case of incapacity, or if the party splits up into smaller groups, so that an adequate number of experienced and trained persons can accompany each group.

### **8.4. Lone Working**

Working alone by employees and sub-contractor should be discouraged as far as possible but it is recognized that in some situations it is not reasonably practicable to avoid. Lone working should only be sanctioned after a thorough assessment of the risks. The nature of the work, the hostility of the location, the location of the site and the experience of the worker should all be taken into account.

The worker should be involved in the risk assessment process, and in the case of sub-contractor, they must also be aware that they are still under the supervision of the Academic Supervisor back on campus. As the academic supervisor bears a degree of responsibility to the sub-contractor in their charge, in no circumstances should sub-contractor undertake individual fieldwork without consultation with their supervisor.



Faculties and Departments must formulate clear guidelines on the scope of activities that can be undertaken alone, the types of environment, the supervisory arrangements (checking-in procedures, emergency arrangements etc) and the training required.

When lone working forms a part of a longer programme of group fieldwork an effective means of communication must be established. If mobile phones are to be used reception in the location concerned must be checked and arrangements made for ensuring that charged spare batteries are available.

When conducting outdoor activities, the danger of personal injury, possible exhaustion, and hypothermia should be considered during the risk assessment and may strongly mitigate against lone working. Personal security issues may be significant in the urban context. Pre-planned checks should be carried out at regular intervals for example by telephone, radio or through intermediaries.

### **9. Health Matters**

#### **9.1 Disabled Persons**

Every effort should be made to ensure that disabled persons have access to fieldwork activities and are able to participate fully in them. This may include the provision of special safety arrangements and the use of specialized equipment. Advice should be sought from the Company Disability Services or the Occupational Health Adviser. Guidance is available in the Company Handbook 'working towards an Inclusive Educational Experience for Disabled Sub-contractor, legal requirements and examples of good practice'.

#### **9.2 Health Surveillance and Immunization**

The need for Health surveillance and/or immunization must be considered for all fieldwork trips, particularly those outside the United Kingdom. The Field trip Organizer should ensure that all participating personnel are made aware in good time of any recommended vaccinations or other prophylaxis, including anti-malarial medication.

Immunization against tetanus is recommended for all fieldworkers performing manual tasks in contact with soil or animals.

Where necessary advice should be sought from the Company Medical Officer or from the individual's General Practitioner.

### **9.3 Health Education**

Participants must receive information on the likely health hazards associated with the fieldwork, particular attention should be given to:

- (a) physical hazards of the environment (e.g. hypothermia, frostbite, snow blindness, dehydration, altitude sickness, sunburn etc);
- (b) chemical hazards;
- (c) infection by pathogens (including Leptospirosis);
- (d) dangerous animals and plants;
- (e) avoidance of gastrointestinal disorders and food poisoning;
- (f) basic personal hygiene and care of the feet;
- (g) Safe use of insect repellents.

If appropriate, advice about sexual behavior, illegal drug use and similar matters should be issued.

## **10. Contingency Planning, Emergency Procedures and First Aid**

The Fieldtrip Organizer must ensure that all participating personnel know what to do in the event of an emergency. Any statement of procedures should include details of the location of medical assistance and the named of any first aiders with the party of applicable.

Fieldwork will often take place in remote areas. In deciding the level of first aid cover required, consideration should be given to the proximity of the emergency services, the means to contact them and the length of time that it may take for them to arrive.

A First Aider is not likely to be required if the fieldwork is in an art gallery in a town centre, but a trip to a remote farm where sub-contractor will be out on site, a few miles from a phone or transport, would require a First Aider and first aid kit.

The Company's Public Liability cover includes legal liability as a result of the action of the Company's registered qualified First Aiders, on Company business only (see Section 2.1 'First Aid Policy and Arrangements' in this Handbook). If First Aiders wish to administer first aid outside Company business it is recommended that they take out additional cover.



At least one member of staff attending fieldwork in a remote location should hold a “Appointed Person” First Aid Certificate.

Under field conditions, minor injuries may well become serious if they are not treated quickly or properly. Leaders should be alert for the signs of illness or fatigue and should know the nearest source for medical assistance.

All injuries must be reported on the appropriate form upon return.

## **11. Reporting Accidents and Incidents**

All accidents or incidents must be reported using the procedures set out in Section 2.2 ‘Accident and Incident Reporting’ in this Handbook.

In the event of a major injury (as defined in Accident and Incident Reporting above), the Health, Safety and Environment Team must be informed as soon as practicable.

It is essential that staff, or other responsible persons on the scene, gather as much information as possible and investigate any accident, taking photographs where appropriate, since it will rarely be practicable to make a full investigation later.

## **12. Environmental Responsibility**

Fieldwork must be planned and executed with due environmental care. The potential environmental impacts should be assessed in advance and, where these are potentially adverse, consideration given to their mitigation. Where mitigation measures are needed these should be clearly communicated to all involved.

**APPENDIX 1**

Further Information and Advice

1. Fieldwork outside the Pakistan

It should be noted that some insurance companies will not pay claims which arise when travelers have disregarded the Government's travel advice.

**APPENDIX 2**

**Planning and Risk Assessment Checklist**

The following checklist may be used as a planning aid and for risk assessment.

**5. Feasibility of the Project**

Factor	Considerations
<b>Access</b>	Travel arrangements; permission to work or visit the area; provision for the disabled; availability of assistance; accommodation suitable & sufficient); insurance (medical, travel & motor).
<b>Fitness</b>	Training; fitness; competent to undertake task on their own
<b>Staffing</b>	Staff to sub-contractor ratios; deputizing arrangements; competence of leaders.
<b>Training Requirements</b>	Navigation; first aid; languages; interpersonal skills; hygiene/health education; specific skills related to the tasks.
<b>Health</b>	Health questionnaire; medical/dental check-up; vaccination; first aid kit (s); sterile packs.
<b>Equipment</b>	Available equipment fit for purpose; adequately maintained; repairable on site or is there a need to duplicate it

**6. Risks Inherent in the Site**

Factor	Considerations
<b>Physical Hazards</b>	Extremes of weather, mountains and cliffs; glaciers, crevasses, ice falls etc; caves mines & quarries; forests (including fire risks); water; marshes and quicksand; traffic; fire risks
<b>Biological Hazards</b>	Venomous; lively or aggressive animals; plants; pathogenic micro-organisms; food hygiene.
<b>Chemical Hazards</b>	Agrochemical and pesticides; dusts; chemicals on site (COSHH)
<b>Man-made Hazards</b>	Machinery & vehicles; power lines & pipelines; electrical equipment; unsafe buildings; slurry & silage pits; risk of attack or assault; military activity
<b>Environment</b>	Pollution; disturbance of eco-systems; waste disposal

**7. Risks Inherent in the Work**

<b>Factor</b>	<b>Considerations</b>
<b>Training/Information</b>	Use of equipment; map & compass work; survival & rescue; first aid; specialist training (chainsaw, ladders & scaffolding, conduct on boats, use of machinery/vehicles etc); knowledge of local procedures e.g. fire procedures
<b>Chemical /Biological</b>	COSHH assessments for the work on site; animals; plants
<b>Personal Safety</b>	Risk of attack; routine communication; communication in an emergency, secure accommodation

**8. Organization of the Fieldwork**

<b>Factor</b>	<b>Considerations</b>
<b>The Group</b>	Leader( experience/qualifications/competence); chain of command (deputies); staff to sub-contractor ration; personal intragroup relationships; size of working groups; responsibilities for aspects of work; safe and secure accommodation
<b>The Individual</b>	Lone working; training; fitness; competent to undertake task on their own; adequate clothing/PPE; communication
<b>Equipment</b>	Fit for intended purpose; personnel trained in use; maintenance; repairable on site or is there a need to duplicate it
<b>Catering</b>	Does it need to be organized; food preparation & storage; hygiene; potable water; fuel for cooking
<b>Pre-planning</b>	Next of kin & GP noted; medical conditions noted; appropriate authorities informed (police, mountain rescue, coast guard etc)

**9. Conduct of the Work**

<b>Factor</b>	<b>Considerations</b>
<b>The Group</b>	Present (roll calls); correctly equipped; not overloaded; first aid kits and emergency equipment; survival aids; group size and composition
<b>Local Conditions</b>	Weather forecasts; local knowledge/rules; farming practice; itinerary and return times; permissions for access and planned work



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<b>Transport</b>	Appropriately licensed drivers; correctly maintained vehicle (& correctly loaded); appropriate spares; seat belts; fuel; maps and navigational aids
<b>Working Practices</b>	Lone working; communication system; "buddy/buddy" system or lookouts; provision of shelter; safety lines, nets, harnesses, boats etc; safe systems of work; permit-to-work; workers trained & fit; limitation of time spent working
<b>Emergencies</b>	Emergency RV; communication; protection of remaining party; evacuation; recovery of casualties; chain of command



## **SMOKING POLICY**

### **Introduction**

The objectives of this policy are:

- (a) to encourage all on Company premises to care for the health, safety and welfare of themselves and others.
- (b) to ensure the Company provides a clean, healthy environment with smoke free air;
- (c) to ensure that the risk of fire, explosion and contamination from smoking is minimized;
- (d) to comply with legal requirements;
- (e) to provide help for those members of staff or Sub-contractor who wish to stop smoking.

### **Policy**

Smoking is only permitted in designated outside areas of Project. At least one designated area will be provided on each Project and, where possible, will be under cover.

Smoking is prohibited in all Company managed buildings and vehicles. It is also prohibited in all outside areas (e.g. doorways, entrances, external stairways etc) except for those designated areas where smoking is explicitly allowed.

Faculty Deans will identify and publicize designated areas following consultation with staff and Sub-contractor through Projects Operations Groups (or equivalent) and with the Health, Safety and Environmental Co-ordinator.

Staff and Sub-contractor engaged on Company activities in places other than Company managed buildings should follow the smoking policies of the places where the activities are taking place.

Support to stop smoking is available for members of staff through the Company's Occupational Health Service, and for Sub-contractor through the Company Medical Centre. Members of staff and Sub-contractor are able to seek help also through their own General Practitioner.

Sufficient provision will be made for devices for the safe collection of the detritus of smoking.



**Enforcement**

The Company will enforce this policy through persuasion, health promotion campaigns, clear signage, provision of facilities for smokers and, if necessary, through the application of its investigation and disciplinary procedures.

**4. Monitoring and Review**

The policy will be reviews every three years by the Health and Safety Coordinator who will report to the Health and Safety Committee.



## **DISPLAY SCREEN EQUIPMENT PROCEDURE**

### **Introduction**

The main risks that may arise from working with display screen equipment (DSE) are musculoskeletal disorders such as back pain or upper limb disorders (known as Work-related Upper Limb Disorders (WRULD)), visual fatigue, and mental stress. The impact of WRULD can be serious and includes long-term pain, time off work and the potential of disability. It can be avoided if good practice is followed.

This section of Health and Safety Handbook provides advice and guidance on good practice for all staff who use DSE, and follows the Health and Safety Executive's (HSE) publication L26, Work with display screen equipment. It also sets out the specific procedures that must be followed by managers and staff in order to help the Company comply with its duties under the Health and Safety (Display Screen Equipment) Regulations 1992.

### **Legal Requirements**

The Health and Safety (Display Screen Equipment) Regulations 1992, as amended, require the Company to:

- (a) Ensure that 'workstations' meet specified requirements;
- (b) Assess 'workstations' used by 'users' to reduce risks;
- (c) Ensure that the daily work routine of 'users' is periodically interrupted by breaks;
- (d) Provide 'users' with an appropriate eye and eyesight test if they request one;
- (e) Provide 'users' with adequate health and safety training in the use of any 'workstation' upon which they may be required to work; and
- (f) Provide 'users' with adequate information on all aspects of health and safety related to DSE work and the requirements of the Regulations.

### **Definitions**

#### ***Display Screen Equipment (DSE)***

DSE mean any alphanumeric or graphic display screen, regardless of the display process involved. This definition covers both conventional cathode-ray tube (CRT) display screens and other types such as liquid crystal or plasma displays used in flat-panel screens, touch screens and other

emerging technologies. Display screens used to display computer-generated graphics and those used in work with television or film pictures are also covered, but however, it does not include the following:

- (a) DSE mainly intended for public operation;
- (b) Portable systems not in prolonged used (but see 3.2 below regarding laptops and similar devices);
- (c) Calculators, cash registers or any equipment having a small data or measurement display required for the direct use of the equipment;
- (d) Window typewriters; or
- (e) Driver's cabs or control cabs for vehicles or machinery; or DSE on board a means of transport.

### **Laptops, Notebooks, Palmtops and Similar Devices**

Users of laptops, notebooks, palmtops or similar devices will not normally have to carry out workstation assessments as such equipment should only be used on a causal basis. This equipment should not be used continuously for periods of longer than an hour. If a member of staff has a workload necessitating regular and frequent use of a laptop, notebook, palmtop or similar device, then the situation must be reviewed, an assessment carried out and appropriate equipment identified and procured.

### ***Workstation***

A 'workstation' is defined as an assembly comprising:

- (a) the DSE, keyboard, mouse or any other input device;
- (b) any optional accessories to the DSE;
- (c) any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other peripheral item; and
- (d) the immediate work environment around the DSE.

### ***User***

A 'user' means an employee who habitually uses DSE as a significant part of their normal work. This generally means someone who:

- (a) normally uses DSE for continuous or near-continuous spells of an hour or more at a time; and

- (b) uses DSE in this way more or less daily; and
- (c) has to transfer information quickly to or from the DSE;

and also need to apply high levels of attention and concentration; or are highly dependent on DSE; or have little choice about using it; or need special training or skills to use it.

As a general rule, all Company staff will be regarded as users, except for clearly defined groups such as cleaners.

The reasoning behind this definition of a 'user' is that, as mentioned above, the main risks associated with DSE use are musculoskeletal problems, visual fatigue and stress. The likelihood of suffering from any of these is mainly related to the frequency, duration, intensity and pace of continuous use of DSE.

## **Administration of the DSE Procedure at the Company**

### ***Managers***

Managers must ensure that compliance with the Display Screen Equipment Regulations is achieved within their Faculty or Academic Department/Professional Department, by;

- (a) Ensuring one or more competent DSE Assessors have been appointed. In the case of small departments, an assessor may be shared. These assessors will be trained in identifying hazards and assessing risks from the workstation and the kind of DSE work being done. Training courses and regular updates will be arranged through the Health, Safety and Environment Team.
- (b) Identifying, together with the Health, Safety and Environment Team, all DSE 'users' (see 3.4 above) within their areas, including any members of staff that work on DSE at home. If staff are expected to work on DSE at work at home, two assessments must be completed.
- (c) (Further assistance for members of staff can be obtained from the Occupational Health Team or the Health, Safety and Environment Team if required. Note the security procedure known as 'cuffing' still applies.
- (d) Ensuring that actions and recommendations arising from DSE Assessments are implemented within a reasonable timescale.



- (e) Ensuring that the daily work routine of 'users' is periodically interrupted by such breaks or changes of activity so as to reduce their DSE workload (see paragraph 2 of Appendix B below.
- (f) Ensuring that all members of staff co-operate with the requirement of this DSE procedure and comply with any actions/recommendations arising from the assessment.  
(Where members of staff are experiencing any health problems which may be linked to using they should be asked to contact the Occupational Health Team as soon as is practicably possible,)
- (g) ensuring that each assessment is reviewed annually or where there has been significant changes, such as:
  - i. a change of user;
  - ii. a change of software;
  - iii. a change to the hardware;
  - iv. a change in workstation furniture, layout or immediate environment;
  - v. a substantial increase in the amount of time using DSE;
  - vi. re-location of workstation;
  - vii. significant modification of lighting

## **Eye and Eyesight Tests**

### ***Entitlement***

Members of staff deemed to be 'users' under this procedure and who so request are entitled to an appropriate eye test. Further tests will be provided at regular intervals, the interval to be determined at the initial test as this will vary between individual.

Any corrections for vision defects or examinations for eye complaints that are not related to work with DSE are not the responsibility of the Company but of the individual concerned. However, if a member of staff experiences visual difficulties and has reason to believe that this may be caused by work with DSE, the Company will provide an appropriate eye and eyesight test.

### **Arrangements and cost for eye and eyesight tests**

The Company will meet the cost of eye and eyesight tests, provided that the testing has been arranged through the Occupational Health Team. Where a member of staff obtains a test independently and without the knowledge and consent of the Occupational Health Team, even if the test is specifically related to DSE use, the Company will not be responsible for the costs incurred and no refund will be made to the member of staff.

### **Provision of glasses**



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Where an eye and eyesight test identifies that 'special' corrective appliances<sup>6</sup> are necessary the member of staff will be provided with a pair of glasses for DSE work, selected from a range available from the optician.

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<sup>5</sup> See Section 3.14 'Flexible Working Scheme', Appendix B 'Home-working Scheme' paragraph 5.8 'Health and Safety considerations' for further details



## **Geo-tech Consultancy Services**

The Company is not obliged to pay for upgrades to more 'designer frames' or to provide lenses with optional treatments not necessary for the DSE work.

Where a member of staff's normal glasses are suitable for display screen work there is no requirement by the Company for the provision of 'special' corrective appliances as there are deemed to be 'normal' corrective appliances.

### **Care and replacement of glasses**

'User' are personally responsible for the safekeeping and maintenance of these glasses. It is a legal requirement not to interfere with, or misuse, anything provided in the interest of health and safety. Members of staff are expected to show the same degree of care for glasses as for any other item of Company property.

Where there is change in a 'users' vision and this results in a change to prescription requirements, the Company will bear the cost of replacement subject to the procedures outlined above. Similarly, where glasses are damaged through normal wear and tear, and not negligence, the Company will also bear the cost of replacement.

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<sup>6</sup>'special' corrective appliances are those prescribed to correct vision defeat at the viewing distance or distances used specially for display screen work. 'Normal' corrective appliances are those prescribed for any other purpose.

## **Appendix A**

### **DISPLAY SCREEN EQUIPMENT POSSIBLE EFFECTS ON HEALTH – THE QUESTIONS ANSWERED**

Display Screen Equipment (DSE) has been blamed – often wrongly – for a wide range of health problems. In fact only a small proportion of users actually suffer ill health as a result of their work. Where problems do occur, they are generally caused by the way in which DSE is used, rather than the actual equipment. So problems can be avoided by good workplace and job design, and by the way you use DSE.

#### **Are aches and pains caused by using DSE? What about RSI?**

Some users may get aches and pains in their hands, wrists, arms, neck, shoulders or back, especially after long periods of uninterrupted work on DSE. Repetitive strain injury (RSI) has become a popular term for these aches, pains and disorders, but can be misleading.- it means different things to different people. A better medical name for this whole group of conditions is work-related upper limb disorders (WRULD). Usually these disorders do not last, but in a few cases they may become persistent or even disabling.

#### **How can I avoid these aches, pains and disorders?**

Problems of this kind may have a physical cause, but may also be more likely if a user feels stressed by the work (see next question). If aches or pains are experienced a line manager and/or the Occupational Health Team should be informed.

Problems can often be avoided by good workplace design, so that the user can work comfortably, and by good working practice (like taking frequent short breaks from working with DSE). Prevention is easiest if action is taken early, before the problem has become serious.

#### **What can be done to reduce stress in my DSE work?**

People who use DSE sometimes complain of stress, but this usually arises from increased pace of work or pressure to meet deadlines. Some users find stress reduced because the technology available (hardware and software) makes their job easier or more interesting, but for others stress becomes worse. This can happen when a system does not work well or when the user does not feel in control or competent to operate it.

Stress can be overcome by providing the right training, and by designing systems and tasks to match the abilities of the people who work with them.

Can DSE work affect eyesight?

Extensive research has found no evidence that work with DSE can cause disease or permanent damage to eyes. But long periods of DSE work can lead to tired eyes and discomfort. Also, by giving eyes more demanding tasks, it might make the user aware of an eyesight problem they had not noticed before. A user can help their eyes by ensuring their screen is kept clean, is well positioned and properly adjusted, and that the workplace lighting is suitable. A user can ask for an eye test if they still think there is a problem (see paragraph 5, above in this section for details of this procedure).

### **What about problems with my contact lenses or bifocals?**

The heat generated by DSE can make the air seem drier, and some contact lens wearers find this uncomfortable. If you have this problem but don't want to change to spectacles, you can try blinking more often or using tear-substitute drips. Where the air is dry, employers can help by taking steps to increase the humidity.

People with bifocal/varifocal spectacles may find them less than ideal for DSE work. It is important to be able to see the screen easily without having to raise or lower your head. If you can't work comfortably with multimodal lenses you may need a different type of spectacles. Consult the Occupational Health Team if you are experiencing any difficulties.

### **Can DSE work cause headaches?**

Headaches may result from several things that occur with DSE work, such as:

- (a) screen glare;
- (b) poor image quality;
- (c) a need for different spectacles;
- (d) stress from the pace of work;
- (e) anxiety about new technology;
- (f) reading the screen for long periods without a break;
- (g) poor posture; or
- (h) a combination of these.

Many of these things can easily be put right once the cause of the problem has been found.

**Does DSE give out harmful radiation?**

No. DSE gives out both visible light, which enables us to see the screen, and other forms of electromagnetic radiation which can be harmful above certain levels. However, the levels of electromagnetic radiation emitted from DSE is well below the safe levels set out in international recommendations. So your employer doesn't have to check radiation levels from your DSE, and you do not need any special devices such as spectacles, screens or aprons when using it.

**What should I do if I'm pregnant?**

You don't need to stop working with DSE. Past concern, about reports of miscarriages and birth defects among some groups of DSE workers, has not been borne out by more recent research. Many scientific studies have now been carried out and, taken as a whole; these do not show any link between miscarriages or birth defects and working the DSE.

If you are anxious about working with DSE or about work generally during pregnancy, you should talk to your doctor. Or you could talk to someone who is well informed about current scientific information and advice on DSE.

**Can working with DSE cause skin disorders?**

This is rare. A few people have experienced irritation, rashes or other skin problems when working with DSE. The exact cause is not known, but it seems possible that a combination of dry air, static electricity and individual susceptibility may be involved. If this is the case, increasing the humidity or allowing more fresh air into the room may help.

**Can work with DSE trigger epileptic fits?**

Most people with epilepsy are unaffected by DSE. A few who suffer from photo-sensitive epilepsy and are susceptible to flickering lights and striped patterns may be affected in some circumstances. But even they can often work successfully with DSE without provoking an attack.

**In it true that using a mouse can cause problems?**

Intensive use of a mouse, trackball, or similar pointing device may give rise to aches and pains in the fingers, hands wrists, arms or shoulders. This can also happen with a keyboard, but mouse work concentrates activity on one hand and arm (and one or two fingers), and this may make problems more likely. Adopting a good posture and technique can reduce risks.



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It is really important to take breaks from intensive mouse work- even short pauses can help, as can spells of non- DSE work. If you use a mouse a lot, you can try changing from right to left-handed use (and vice-versa) from time to time. It can also help to take your hand off the mouse during short pauses and let your mouse arm hang straight down from your shoulder in a relaxed fashion. Try rolling your shoulders backwards and forwards and turning your neck from right to left and up and down. These exercises may help to relieve any tension that may have built up through concentration. If you find gripping your mouse awkward, you could try a different shaped or shaped or sized one. The Occupational Health Team can advise on what is currently available.

## **Appendix B**

### **WORKSTATION AND USER REQUIREMENTS**

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#### **1. Minimum Standard for Workstations**

- (a) Adequate lighting, temperature and ventilation.
- (b) No glare or distracting reflections in the screen.
- (c) Distracting noise minimized.
- (d) Sufficient leg room, to allow postural changes.
- (e) Blinds or similar on windows to reduce glare.
- (f) Keyboard adjustable and legible.
- (g) Work chair adjustable, backrest with lumbar support and height adjustment, with a 5 castor base.
- (h) Footrest and document holder if required.
- (i) Work surface with has enough space for the task and is glare free.
- (j) Software appropriate to the task.
- (k) Software must be easy be use and adaptable to the level of knowledge or experience of the operator or user.
- (l) Monitoring of performance of DSE work may not be done without the knowledge of the operator or user.
- (m) Systems must display information in a format and at a pace which are adapted to operators or users.

#### **2. Breaks from DSE Work**

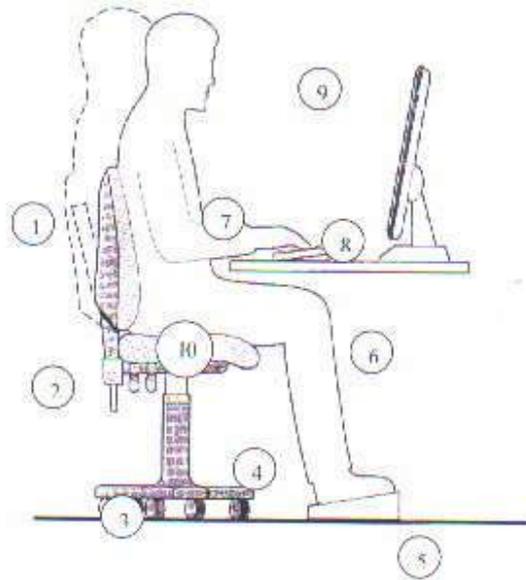
Breaking up long periods of DSE work helps to prevent fatigue and upper limb problems. As a general guide, individuals should not work for more than an hour without taking time away from the screen for approximately five to ten minutes. Frequent short breaks are better than longer, less frequent ones.

Changes of activity (doing other tasks not using DSE) are more effective than formal rest breaks in relieving visual fatigue.

## Appendix C

### 'Are You Sitting Comfortable Guide'

Helpful Tips for Display Screen Equipment Users



- 1 Is the back adjustable?
- 2 Is there good lumbar support?
- 3 Is the seat adjustable?
- 4 Avoid excessive pressure on the backs of your legs and knees.
- 5 Use a foot support if needed.
- 6 Is there space for postural change?
- 7 When keying your forearms should be parallel to the floor and your elbow level with the middle row of your keyboard.
- 8 Use of soft touch on the keys and do not overstretch your fingers. Position your mouse within easy reach so it can be used with a straight wrist. Sit well supported and close to desk so that you do not have to work with your arm outstretched and do not grip the mouse too tightly. Use a mouse rest if necessary.

- 9 Make sure that your eyes are level with the top of the screen and approximately an arm's length away. If necessary use a document holder to prevent twisting of the neck and upper body.
- 10 Make sure that there is space in front of the keyboard to support your hands and wrists.

### Further guidance

1. Organize your workload to avoid sitting in the same position of too long. Take regular breaks, at least 5 minutes every hour but approximately 10 minutes if possible. Change your posture as often as practicable. Rather than working in a single posture, find your "comfort zone". Your "comfort zone" is a range of positions which is generally appropriate and comfortable for your particular work situation.
2. Pay particular attention to modifying your posture in the afternoon when you may tend to get more fatigued. Avoid slouching forward and do not lean back too far.
3. Make sure you have enough space around you to take whatever documents you need. Remember to adjust your screen to the correct height; it may need a stand to obtain this. The screen could put on a desk top flat box computer (as opposed to a tower computer).
4. Try to arrange your desk and screen so that bright lights are not reflected in the screen. It is not advisable to face windows directly. Adjust curtains/blinds to prevent unwanted light.
5. Make sure there is enough space underneath your desk to move your legs freely. Move obstacles out of the way, but remember, do not leave combustibles near electric sockets.
6. When keying try to use the CTL and character keys or "F"/shortcut keys.
7. If you work from home on a computer remember that these tips apply there as well. If you are undertaking work at home for the Company is a requirement that you complete a DSE assessment. If you are keying regularly for long intervals do not use a laptop, notebook or palmtop or other portable device.
8. Make sure you have the correct software for the job. Check the brightness, colour, font type and font size etc on your screen. Ensure



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that there is adequate spacing between characters and between lines.

9. Avoid having an excessive number of windows open on the screen at the same time.
10. Avoid browsing files on the screen which are best saved into appropriate electronic media and printed versions produced
11. If you suffer from any eye problems when using your DSE, please contact your line manager and/or the Company's Occupational Health Team.

## ALCOHOL IN THE WORKPLACE

### **1. General**

- 1.1 Company managers have responsibility for Health and Safety in the areas under their control. One part of this duty is to ensure a safe work environment and the safety of all those affected by activities in the area (s). Consumption of alcohol in the workplace is covered by this general duty.
- 1.2. A manager should take a reasoned approach to this topic. There is a range of behaviour and illness connected with the use of alcohol: at one end of this spectrum there may be nothing more than an occasional drink, on or off Company premises. The recognition of a special event. The scenario at the other end may be that of an employee who is alcohol dependent, whose competence is severely impaired. The latter is a serious safety risk individually and to all those around the work setting.
- 1.3. In considering how to meet the duty of care a manager firstly may need to decide whether there are risks created in his/her area if alcohol is consumed at all. Account will need to be taken of the nature of the work activities and the possibility that additional risk might be incurred in some activities if staff have consumed alcohol. The obvious example is in the operations of plant, machinery and equipment.

### **2. Specific Guidance**

- 2.1. The following guidelines have been approved by the Company Health and Safety Committee and the Employment Policy Committee of Company Council and have been used to develop and to implement a set of policies in respect of Substance Abuse, which includes alcohol abuse, for staff, staffs, visitors and contractors.

The policy for staffs is Section 3.6 in this Handbook.

The policy for visitors and contractors is Section 4.2 in this Handbook.

### **3. Statement**

- 3.1 It is indisputable that the consumption of alcohol impairs performance and competence in virtually every skill. The implications of this for Company are extensive. The under mentioned points are intended as guidelines for Managers but it should be remembered that the Company as employer and Managers with responsibility for staff must at all times exercise a duty of care towards those staff and towards others who may be affected by the activities and actions of staff.

This duty extends to ensuring that no-one's health and safety is endangered because a member of Company staff has consumed alcohol shortly before or whilst carrying out his duties.

**4. Guidelines**

**4.1** Since alcohol impairs skills and abilities, any member of staff who operates plant, equipment, machinery, tools or drives Company vehicles, having consumed alcohol, is likely to be less capable of operating safely.

**4.2.** It is recommended that any person in this category should not consume alcohol in the four hours before coming on duty and should not do so whilst on duty.

(Note: it is not possible to quote an accurate figure for the rate at which alcohol is metabolized in the body. This rate depends on a variety of factors such as gender, body mass, ethnicity, task, activity rate, health, medication etc. various figures for the rate of metabolizing alcohol are quoted and it may be that managers would wish to work on the basis of 2 hours of every 1.5 units as an approximate guide to when an employee may be fit to operate plant and machinery after having consumed alcohol.)

The above guidance should also apply to:

- (i) Any member of staff who uses or is likely to use dangerous chemicals, hazardous or flammable substances, or is involved in a hazardous work process or activity.
- (ii) All Company staffs who use or are likely to use dangerous chemicals, hazardous or flammable substances, or are involved in hazardous work processes or activities. Staffs are for most purposes in Health and Safety Law regarded as employees.
- (iii) Any Contractor or Sub-Contractor working on Company premises. These guidelines should be included in the Safety Statement given the commissioning department to the Contractor.

**4.3.** A Manager who suspects that a member of staff, a staff, a Contractor or Sub Contractor has consumed alcohol and may not be able to operator with complete safety has a duty to decide whether or not to allow that person to continue working. Failure to do so may leave the Manager open to claims of negligence if there was an accident in which impaired facilities may have been a factor.

**4.4.** While the above guidelines are aimed at activities on Company premises, they should be applied in exactly the same way to any Company activity which takes place off premises. This will normally be taken to mean educational study visits, field trips, sports events, seminars and off-site training.

## **LONE WORKING AND OUT OF HOUS WORKING**

### **1. General**

**1.1** As an employer the Company is responsible for ensuring so far as is reasonably practicable the health, safety and welfare of its employees and other people who may be affected by its activities. Whilst working alone is not the subject of any general prohibition in health and safety legislation, the Company's responsibility remains the same and in the absence of any specific legislation or predefined statements every situation should be assessed through risk assessment.

**1.2** In addition, employees have duties to take reasonable care for their own health and safety, and for that of anyone else who may be adversely affected by their actions.

### **2. Lone and Out-Hours Working examples at the Company**

- (i) A member of staff who spends considerable amounts of time in an office or study where he/she is usually the only occupant;
- (ii) A member of staff who works alone at 'out-of-hours', i.e. after 18.00hrs and before 08.00hrs.
- (iii) A member of staff working in the Company at a weekend or after normal evening times;
- (iv) A member of the Cleaning staff working in an isolated building or area and not within easy reach of colleagues;
- (v) A member of Security or Portering staff working 'out-of-hours';
- (vi) A member of Maintenance staff working in a 'non-working' space (e.g. roof-space, plant room, lift equipment room) both within normal working hours and out-of-hours;
- (vii) An Accommodation Services member of staff visiting staff accommodation.
- (viii) A member of staff working away from their contractual base site;
- (ix) Any member of staff walking through campus grounds late at night.

### **3. What Managers must do**



**Always:**

- a) Ensure that a Risk Assessment has been carried out on the situation or work activity in question;
- b) Ensure all appropriate controls measures are put into place to safeguard the health, safety and welfare of those working alone.

**In particular:**

- c) Consider of the risks of the job can be adequately controlled by one person;
- d) Decide if any training is required to enable the lone worker to work safely;
- e) Make certain that the person is considered medically fit by his/her medical practitioner and suitable to work alone, or in the case of a disabled person consider what adjustments and adaptations might be necessary. In both cases this must be in consultation with the Company Occupational Health Services and should take account of any Personal Emergency Evacuation Plans drawn up in accordance with the policy on the Emergency Evacuation of Disabled People in Section 2.9 in this Handbook. Care must be taken to preserve confidential information unless there is agreement on both sides that not to do so would put the individual or others at unnecessary risk'
- f) Decide how the safety of the person will be monitored if working alone. This might be through ensuring that security staff on duty are aware of who is working and check on their presence generally at regular intervals.
- g) Put in place procedures to cover a situation where the lone worker becomes ill, has an accident, has to cope with an emergency, or has to deal with an intruder;
- h) Consider what aids and technology might reduce the risks;
- i) Provide any necessary equipment and safety information appropriate to the situation;
- j) Ensure that your staff are given the information detailed in point 4.

**4. What staff working alone must remember**

- (a) You have a legal duty to take reasonable steps to look after your own health, safety and welfare;
- (b) You must not take short cuts in a work task or disregard any instructions you have received relating to health and safety.

7 See Section 2.5 'Risk Assessment Procedure' in this Handbook for full information and forms.

8 See Section 3.5 'Occupation Health Service' in this Handbook.

- (c) Any piece of work equipment can be a hazard. A filing cabinet drawer left open can be as damaging as a piece of unguarded machinery;
- (d) If you are using any substances, find out from a Control of Substances Hazardous to Health (COSHH) assessment, the container or a product safety data sheet what precautions you must take and what Personal Protective Equipment you must wear;
- (e) If you are working alone out-of-hours always ensure that the area you are in is secure against intruders. But also make sure you know how to exit in an emergency. Always let the Campus Office know you are working alone, where you will be working and when you expect to finish, and they will ensure that a Porter or Security staff member is informed. Always ensure that the Porter or the Security Staff know when you are about to leave;
- (f) If you regularly work alone, out-of-hours, notify your line manager;
- (g) If you do have an accident whilst working alone or out-of-hours always begin by seeking assistance immediately from a First Aider<sup>9</sup>. remember that although an accident may not seem serious at the moment it occurs; delayed-action shock can worsen your condition, or cause further complications, very quickly. Should a First Aider not be available security staff should be advised and an ambulance should be called if necessary (see Section 2.1 on 'First Aid Policy and Arrangements' paragraph 1 in this Handbook);
- (h) Leave your transport as near to your work area as possible and try to use an open and well-used route to and from your transport.

If you are interviewing alone:

- (i) arrange appointments to ensure that you are not alone in a building, if you are alone ensure that help can be summoned if required;
- (ii) try to use rooms with telephones or have a mobile phone available;



## Geo-tech Consultancy Services

- (iii) avoid a small room, where open doors are a problem because of confidentiality;
- (iv) choose a room with a vision panel or glass door;

<sup>9</sup> The names of First Aiders are displayed on First Aid notices identified by a white cross on a green background located at strategic positions throughout the Company, and are available from the Human Resources Departments web pages.

- (v) adopt a formal approach, e.g. have a table which forms a barrier;
- (vi) if you think the person may be 'difficult' ensure a third party is present;
- (viii) Agree a record of the meeting.

## **OCCUPATIONAL HEALTH SERVICE**

### **1. Introduction**

The Company provides an Occupational Health Service for all staff. There is a Section Occupational Health Adviser available for consultation, who is supported by an external Occupational Health Physician. The company also has a Senior Administrator.

The aims of the Occupational Health Services are to:

- (i) help create and maintain a healthy working environment;
- (ii) support all staff in relation to work related health issues
- (iii) Provide professional advice to the Company on work related health matters.

Occupational Health Service personnel do not provide first aid or medical treatment. Information on first aid is provided in Section 2.1 of this handbook and on first aid notices which are strategically placed around the Company. Staffs needing medical treatment are advised to contact their own General Practitioner.

### **2. Services**

The Occupational Health Service provides specific services to the Company and members of staff. For information on confidentiality see section 4 below.

The services provided include:

- (a) **Pre-employment medical screening and advice** where employment is conditional on satisfactory medical clearance.
- (b) Supporting individual members of staff back into work following absence from work for health reasons. With the agreement of a member of staff, this may include liaison with a member of staff's own General Practitioner and/or other medical staff to help develop a suitable 'back to work' programme. It also includes providing advice to managers on supporting an individual member of staff in their return to work<sup>10</sup>.
- (c) **Advice in relation to ill-health retirement** as required by the Company's pension schemes for academic, management and support staff. This will often require liaison with other health care professionals.

10 Managers are recommended to discuss with the Head of Human Resources or deputy the potential implications of individual 'return to work' programmes on other staff in their area of responsibility/

- (d) **Advice in relation to Disability to enable** the Company to support disabled staff.
- (e) **Monitoring and advising on sickness absence** including advising managers on adjustments needed to working arrangements and/or environment.
- (f) **Occupational health monitoring** programmes of staff as a result of the Control of Substances Hazardous to Health (COSHH) Regulations and other health and safety legislation e.g. skin surveillance programme, respiratory surveillance, and audiometric testing.
- (g) **Health promotion** with particular emphasis on providing information on health living.
- (h) **Contributing to the development of policies, and guidelines** which reflect the Company's commitment to the well-being and safety of staff e.g stress management, display screen equipment assessment and eye sight testing.

### 3. Access to the Occupational Health Service

There are two ways for a member of staff to access the Occupational Health Service.

- (i) If a member of staff is concerned about his/her health and/or the effects of the work environment he/she is advised to discuss these concerns with his/her line manager, or other senior manager and ask to be referred to the Occupational Health Service (or, if preferred, the member of staff may contact the Service direct by telephoning the Occupational Health Adviser (extension 5045). See Section 8.5 'Health Care' and Section 3.11 'Absence Notification Procedure applicable to All Staff in the Personnel Handbook.
- (ii). If a manager is concerned about the health of member of staff and/or the effects of the work environment they should discuss these concerns with the individual member of staff and, with the member of staff's agreement, may arrange for a referral to the Occupational Health Service for advice.
- (iii) Members of staff may be referred to the Company's Occupational health Physician. Staff may request referral to an alternative medical practitioner. The reason [s] for this request will be taken into account into account in identifying a suitable alternative medical practitioner.



See sections 3.11 and 8.5 of the Personal Handbook for more information.

#### **4. Confidentiality**

Occupational Health staff are medically qualified professionals who must adhere to the requirements of their professional bodies including matters related to confidentiality, professional ethics, duty of care and conflict of interest.

Any medical or personal information supplied by a member of staff to Occupational Health staff is confidential and will not be disclosed to Company staff without informed consent.

With the informed consent of the individual member of staff, Occupational Health staff will use their knowledge of the medical condition to advise the Company on any adjustments that should be made to support an individual member of staff. Any advice supplied to the Company will where appropriate be given to the PM who will liaise, as required, with those who are responsible for carrying out actions, such as line managers.

A members of staff may request a copy of any report provided to the Company by Occupational Health Staff on his behalf.

If Occupational Health staff need any medical information from a member of staff's General Practitioner or Consultant, the information needed and the reasons for this will be discussed with the individual and the written consent of the member of staff will be sought before the information is requested. Separate consent is needed for each request and only information directly relevant to the current situation will be requested. Further information is given in Appendix A in this section.

A member of staff may request a copy of signed informed consent form (s).

The contents of all consultations between Occupational Health staff and individual members of staff and the content of Occupational Health records and correspondence about an individual are strictly confidential to the Occupational Health staff and individual members of staff.

An individual has the right to see the information that will be supplied by their General Practitioner or Consultant. See Appendix A in this section for more information.

#### **5. Complaints Procedures**



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In the event of any dissatisfaction with the Service staff are asked to contact the Head of Human Resources or the Company Registrar and Secretary in the first instance.

### **6. Further Information**

If any member of staff has any questions about the Occupational Health Service they should contact the PM.



## **APPENDIX A**

### **10 ACCESSTO MEDICAL REPORTS**

#### **SUMMARY OF RIGHTS**

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No application may be made to a General Practitioner (GP) for a medical report relating to an employee without:

- (a) the employee being notified that a report is being requested, and
- (b) The employee's consent to the application being made.

An employee has the right to:

- (a) refuse to allow a report to be requested from a General Practitioner;
- (b) Request to see the report before it is given to the Company's Occupational Health Provider.
- (c) refuse to allow the report to be given to the Occupational Health provider, after having seen it;
- (d) Request that changes to be made to the report before it is passed to the Occupational Health provider because he/she considers it to be incorrect or misleading, (this request must be made to the GP in writing);
- (e) request that his/her views are attached to the report if there is any part of it with which he/she disagrees and which the GP is not prepared to alter. (Again this request must be made to the GP in writing).

If the member requests access to the report before it is supplied to The Occupational Health provider. The Occupational Health Adviser must:

- (i) notify the member when the report is being requested from the GP;
- (ii) Notify the GP that the employee has made such a request.

The GP may not then supply the report unless:

- (a) Access has been given to the employee and consent has been given;  
or
- (b) The report has been amended to take account of the employee's views or a statement of those views has been attached to it;  
or



## Geo-tech Consultancy Services

- (c) A period of 21 days from the date the application for the report was made has gone by without the employee having contacted the GP to make arrangements to see the report.

If an employee consents to the report being obtained without requirements to it prior to it being given to The Occupational Health provider, but subsequently decided that he/she wishes to have access to it, he may approach the GP direct in such circumstances the GP may not give the report to The Occupational Health provider without the employee's consent (subject to any amendments), or until a period of 21 days has passed since the employee indicated his/her wish to see the report, without the employee having contacted the GP to make arrangements to see the report.

A GP is required to give an employee access to any medical report supplied about him/her for employment or insurance purposes in the previous six months, at the member's request.

A GP is not obliged to give access to a medical report where disclosure would, in the opinion of the GP, cause serious harm to the physical or mental health of the employee, or others, or would indicate the intentions of the GP in respect of the employee or where disclosure would reveal information about another person who has supplied information to the GP unless that person has consented, or is a health professional where the information was provided in a professional capacity.

In these circumstances the GP will inform the employee that this is so, and will give access to any parts of the report not affected by the above clauses. The GP will not pass on the report unless the employee gives consent.



## **APPENDIX B**

### **FREQUENTLY ASKED QUESTIONS**

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The following are examples of how the Occupational Health Service may be of benefit to employees to resolve work-related health problems.

**I'm experiencing aches and pains in my hands, arms, neck and back during the working day at my computer. Will consulting the Occupational Health Service help me to resolve these problems?**

Yes, Appendix A of Section 3.2 'Display Scheme Equipment Procedure' in this Handbook provides an explanation of work related upper limb disorders (WRULD) and how you might avoid problems, but consultation with the Occupational Health Service professionals will ensure that you particular problems are investigated and that the Company will put in place measures to address particular issues. It is particularly important that you seek a consultation if you have had sick leave which is related to WRULD.

**I've just undergone major surgery and following recuperation my GP says that I may return to work on light duties. Will the Occupational Health Service help me to arrange a reasonable workload and range of duties?**

Yes, Paragraph 1.4 of Section 3.11 'Absence Notification Procedure applicable to All Staff of the Personnel Handbook provides an explanation of the commitment of the Company in support a member of staff during his/her absence from work in such circumstances and support needed on return to work. The Occupational Health Service professional staff will if necessary liaise with your GP (with your permission) and advise the Company on the most appropriate support for you.

**I'm pregnant and my GP has stated that my current working situation would have a deleterious affect on my health. Will the Occupational Health Services help me to arrange alternative work temporarily?**

Yes, the Occupational Health Service professional staff would be a vital co-ordinating link between you and the Company, and you GP (with your permission) in ensuring you health and well being and that of your unborn child. Section 3.3 'Maternity Scheme applicable to All Staff (including Hourly Paid Staff), of the Personnel Handbook explains your entitlements when this kind of situation occurs.



**I've been diagnose with a particular medical condition by my General Practitioner but I am unhappy with the diagnosis. Will Occupational Health provide me with a second opinion?**

No, the role of the Occupational Health Service does not include diagnosing medical conditions in this way.

**I've just had an accident which means that I have mobility problems temporarily. Will consultation with the Occupation Health Service help me to return to work but cope with my mobility problems?**

Yes, the service will be able to liaise with your GP (with your permission) and to give appropriate advice to the Company in that you are supported with, for example, appropriate office accommodation, parking facilities and other facilities you may need to carry out your duties.

**I'm suffering severe headaches which are debilitating. I consider that these are a result of a combination of work-related matters. Will consultation with the Occupational Health Service help me with this problem?**

Yes, but if you consider that there are several different causes you need to be clear what they are as there may be other Company procedures you should use as well.

Problems with work station layout and the working environment may be straightforward to resolve and it is important to raise such matters promptly with the Company either through the Occupational Health Service, your line manager or other appropriate manager or the Health, Safety and Environment Co-ordinator.

Achieving resolution of problems with workload, imbalance of duties, unreasonable demands upon your time should ideally be addressed through use of the Company Grievance or Harassment Procedures (Sections 6.2 and 6.3 of the Personnel Handbook respectively). The Harassment Procedures include a list of people within the Company from whom you may seek support. The Occupational Health Service may offer support on coping strategies and may also advise you to contact your General practitioner, if you have not already done so. They would also be able to advise the Company on appropriate action.

**I've been on sick leave which my GP has diagnosed as work-related stress. Will the Occupational Health Service help me to deal with this stress?**

Yes, the service may help you in identifying coping strategies and may provide advice to the Company that you are in a work-related stress



situation which must be resolved. It is, however, for the Company to ensure that there is a full investigation of the causes of this stress through using the appropriate internal procedures.

**I'm suffering from 'panic attacks' and stress as a result of the behaviour of another member of staff. I am feeling harassed and bullied. Does the Occupational Health Service have a role to play in this kind of situation?**

Yes, the service may help you in controlling and stopping such attacks and it may advise the Company that you have this problem and that the underlying cause should be resolved. It is, however, for the Company to ensure that the appropriate internal procedures are used, as this will involve the rights of others to fair and independent investigation. It is strongly recommended that you use the Company Harassment Procedures in such a situation in parallel with your medical consultation.

**I consider I am over-loaded with work which affecting my health and my working relationships with other colleagues. I've been on time management course, sought counselling but I need resolution of the underlying problem. Does the Occupational Health Service have a role to play in this kind of situation?**

Yes, the service will help you identify coping strategies and support you through these but will advise the Company that you need appropriate support and help. It is important, however, to try to use the mechanisms in place already to resolve difficulties which have informal as well as formal routes such as the Grievance Procedures (Section 6.2 of the Personnel Handbook).

**How can I access help from a Counsellor for a work related issue?**

You can either approach the Occupational Health Service staff who may fund a refer you to an external Counsellor or you may approach the Company Counselling Service direct.

**MY GP has confirmed that I should be regarded as disabled. Will the Occupational Health Service help me to arrange appropriate adjustments to my work?**

Yes, the service will help you arrange support and reasonable adjustments as required by the Disability Discrimination Act 1995. It is in your best interest to consult the service for such a potential significant change to your working situation. See Paragraph 1.4 of Section 3.11 'Absence Notification Procedure applicable to All Staff of the Personnel Handbook for more information.



**I have been on long term sick leave and I need to consider early retirement through ill-health. Will the Occupational Health Service help me to be assessed for retirement in such circumstances?**

Yes, the service will help you and provide advice to the Company in the situation of frequent or long term sick leave which is indicating the need for early retirement due to ill-health. The Company's right to require a member of staff to undergo an examination due to frequent or long term sickness is explained in Paragraphs 6.12 and 6.13 of Section 3.8 'Sick Leave and Sick Pay applicable to All Staff (including Hourly Paid Staff)' of the Personnel Handbook. If the Company requires a member of staff to submit for examination your rights are protected in that you may have your GP present.

**How is my right to confidentiality protected if I use the Company's Occupational Health Service?**

Any consultation you may have with the Occupational Health staff is confidential. All medical information remains confidential but Occupational Health staff will use their knowledge of the medical condition to advise the Company, with you informed consent, on any adjustments that the Company should make to support you at work.

If you do not want any advice given to the Company on the actions it should take to support you, the Company will need to be told this in writing and will decide what action it should take to enable it to satisfy its legal responsibilities.

**Are there any circumstances in which my desire for confidentiality might be overridden?**

This would only happen in the most exceptional circumstances. An example might be if you had a medical condition which would make it dangerous for you, and for others, to work on ladders but you refused to allow Occupational Health staff to advise the Company that you should not use ladders. In such a circumstance it might be necessary for your wishes to be overridden and the advice given to the Company.

**If I give informed consent who will receive the information?**

Information will only be supplied to that staffs who needs to know in order to take appropriate action (s). See Paragraph 3 of Section 8.5 'Health Care' in the Personnel Handbook.

**FORM C**  
**[ Rule 9 (a) ]**

No. RD/F/ 119 Of 2005 - 2006

**ACKNOWLEDGEMENT OF REGISTRATION  
OF FIRM**

*The Registrar of Firms, Rawalpindi District hereby  
acknowledges the receipt of the Statement prescribed  
by Section 58 (1) of the Partnership Act, 1932.  
The Statement has been filed and the name of the*

*firm " M/s. " QED-TECH CONSULTANCY SERVICES "*

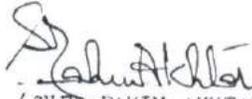
*2-C, 2nd-Floor, Kasamir Gate Plaza, Opp R.G.H, Murree Road,  
Rawalpindi.*

*has been entered in the Register of Firms.*

NOTE: THE FIRM MAY IF IT DESIRES OR FEELS  
NECESSARY TO INDICATE AFTER ITS NAME  
THAT IT IS A REGISTERED CONCERN IT  
SHOULD ADD THE FOLLOWING WORDING OR  
VERNACULAR TRANSLATION THERE OF  
REGISTERED UNDER THE PARTNERSHIP ACT, 1932.  
THIS REGISTRATION IS FOR THE PURPOSE  
OF PARTNERSHIP ONLY.

Rawalpindi

Dated 22-08-2005.

  
(SYED FAHIM AKHTAR)  
Registrar of Firms,  
Rawalpindi District  


No. RF/RWP/ 190

Dated 15-10-05

**GOVERNMENT OF PAKISTAN  
REVENUE DIVISION  
CENTRAL BOARD OF REVENUE**

**NATIONAL TAX NUMBER CERTIFICATE**

(Issued under section 20 of the Finance Act, 1999)

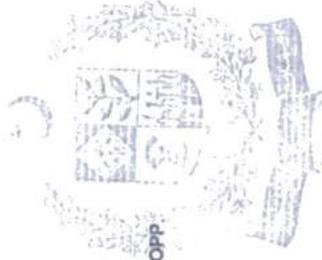
National Tax Number (NTN) 2391851-9

Name: GEO TECH CONSULTANCY SERVICES

Address: 21-C 2ND FLOOR KASHMIR GATE PLAZA OPP  
RGH MURREE ROAD  
RAWALPINDI

Status/Nature: AOP

NIC/Firm Reg./Company Inc. Number.



*This certificate shall be prominently displayed at a conspicuous place of the premises in which business or work for gain is carried on. It is also required to be indicated on the signboard wherever it is affixed.*

04/07/2005

Chairman

B ✓

GOVERNMENT OF PAKISTAN  
Federal Board of Revenue  
Islamabad

File No. ST/CRO/CREG/OL/2008/07/305

**CERTIFICATE OF REGISTRATION**  
Under Sales Tax Act, 1990)

This is to certify that M/S GEO TECH CONSULTANCY SERVICES

address HOUSE NO.3360 LANE LANE NO.4, NEW OFFICER COLONY MISRIAL  
RAWALPINDI

have been registered as:

Manufacturer       Importer       Exporter       Distributor  
 Retailer       Wholesaler       Service Provider

This means that they must:

- (i) Charge sales tax on all taxable supplies made during the course of taxable activity.
- (ii) File a return in the designated bank relating to a month on or before the 15th of the following month, unless otherwise prescribed.
- (iii) File a Nil-Return if no taxable activity takes place during a tax period.
- (iv) Abide by provisions of Sales Tax Act, 1990, and rules made thereunder.

Their Sales Tax Registration Number is

23-00-8432-003-82

Date of Registration is

23-JUL-2008

and National Tax Number is

2391829

[Note: The Sales Tax Registration number must be shown in the return and on all the invoices issued by them and quoted in all their correspondence with the Sales Tax Department.]

*Permanish*  
Secretary (Registration)  
CENTRAL REGISTRATION OFFICE

1235/PD/SRC/ 82

Submarine Rebuild Complex  
Sun Rising Road  
Chaklala Cantt.  
Rawalpindi

Tele: 9280432

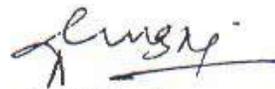
M/s Geo Tech Consultancy Services  
5 & 6 Janjua Plaza, New Iqbal Town,  
Islamabad Highway,  
ISLAMABAD

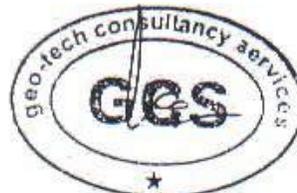
04 February 2008

**LETTER OF ACCEPTANCE FOR RECLAMATION OF LAND/SLOPE PROTECTION  
PACKAGE 1B - SRC ORMARA**

1. We are pleased to inform you that the Competent Authority in Ministry of Defence Production, Govt of Pakistan has accepted your tender amounting to Rs. 400 Million for SRC land reclamation/slope protection contract. You are requested to acknowledge this letter immediately.
2. Until a formal Agreement has been executed, your tender together with your letter No. GCS/321/08 dated 25 January 2008 shall constitute a binding contract.
3. The Contract Documents for SRC land reclamation/slope protection work will be issued to you after this Letter of Acceptance has been acknowledged. You shall further be required to sign all Contract Documents and forward them to this Office for contract signature.



  
ALMAS ALI  
Lt Cdr Pakistan Navy  
Asst Director (Finance)





**AZAD GOVT. OF THE STATE OF JAMMU & KASHMIR**  
**State Earthquake Reconstruction & Rehabilitation Agency (SERRA)**  
**Earthquake Emergency Assistance Project (EEAP)**  
**(Chief Engineer (Reconstruction))**



No. EEAP/CE/6584-91/2009

Dated: 21/03/2009

To

**M/s Geo Tech & Cheema Construction (JV),**  
House No. 6, Street No. 95,  
Sector I-8/4, Islamabad.

Subject: - **Loan No 2213-PAK (SF)-Earthquake Emergency Assistance Project (EEAP-AJK)-Notification of Award for Construction of Abutments for Steel Bridges, including Transportation, Assembling and Launching of Steel Bridges supplied by Maybe & Johnson Ltd (NCB-AJK-EBP-02 Lot 2b).**

This is to notify that your bid dated 29.11.2008 for execution of the **Construction of Abutments for Steel Bridges, including Transportation, Assembling and Launching of Steel Bridges supplied by Maybe & Johnson Ltd (NCB-AJK-EBP-02 Lot 2b)**, for the Accepted Contract Amount of the equivalent of **PKR 89,849,675.00 (Rupees Eighty Nine Million, Eight Hundred Forty Nine Thousand, Six Hundred Seventy Five Only)** as corrected and modified in accordance with the instructions to bidders is hereby accepted, subsequent to the review/concurrence of ADB, dated 23<sup>rd</sup> February, 2009.

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, ITB-41, using for the purpose, the Performance Security Form included in Section 9 (Contract Forms) of the Bidding Documents.

  
**(Malik Israk Ahmed)**  
Chief Engineer (Reconstruction)  
EEAP-AJK

CC:

1. Mian Shaukat Shafi, Sr. PIO, ADB Pakistan Resident Mission, OPF Building G-5/2 Islamabad.
2. Project Coordinator EEAP-AJK
3. Superintending Engineer Education/Health EEAP-AJK
4. Sector Coordinator T & C Sector EEAP-AJK
5. M/S Halcrow Pakistan (Pvt) Limited, C-194/195 KDA Scheme No.1A Karsaz, Karachi.
6. Master File
7. Office Copy

House No. B - 13 Lower Chatter, Adjacent to Assembly Hall, New Secretariat, Muzaffarabad

Phone #: 058810-32472, Fax #: 058810-33897 Email: EEAPAJK@gmail.com

C:\Documents And Settings\Chief Engineer\My Documents\March - 2009 - .Docx



HUAWEI

Ref. 000586050701AA001

item	description	unit	Unit price(PKR)
1	Soil testing in WTR	site	18000

Other conditions remain same as contract (NO. 000586050701AA)

For & on behalf of the Contractor

For & on behalf of Subcontractor

Name Mr. Yang Li Xiong

Name Mr. Muhammad Zarar

Position Project Manager

Position Chief Executive

Signature   
 Huawei Technologies Pakistan  
(Pvt.) Ltd. (Contract)

Signature   
100 Tech Consultancy Services

Date 23/11/2005

Date

**JICA Technical Cooperation**  
**The Urgent Development Study on Rehabilitation and Reconstruction**  
**in Muzaffarabad City in the Islamic Republic of Pakistan**

---

Date: 19<sup>th</sup> August, 2006

**To whom it may Concern**

JICA Study Team assigned the services to **Mr. Muhammad Zarar Mughal** as a **Geodetic Engineer** to JICA Study Team for "**The Reconstruction of Bridges Damaged by October 8 Earthquake on the Jhelum Valley Road, Under Pakistan Transport Plan Study in the Islamic Republic of Pakistan**" project from 1<sup>st</sup> June, 2006 to 29<sup>th</sup> June, 2006. He has successfully completed his assignment (Topographical works).

He is now repatriated to his parent organization on 29<sup>th</sup> June, 2006. We wishes his success in his future life.

百瀬 泰

Mr. Yasushi MOMOSE

Geologist

JICA Study Team

---

JICA Study Team for Pakistan Transport Plan Study in the Islamic Republic of Pakistan

Islamabad Sector H-8/2 Street No.5 &6 Islamabad Pakistan,

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## LAB FACILITIES



## **LAB FACILITIES**



## **DRILLING MACHINERY**







# MACHINERY



## **SURVEY EQUIPMENT**