



Carbon Accounting Systems
HEALTH AND SAFETY POLICY



Carbon Accounting Systems

This document has been written by and on behalf of Carbon Accounting Systems and the original was checked by:

Signed & Dated

Shane Hughes
Director

A handwritten signature in black ink that reads "S. M. Hughes".

Date Communicated: 01 October 2008

Next review: 01 October 2009

Revision number	Revision date	Approved by	Reason for revision	Changes made
1	01.10.08	Shane Hughes (Director)	1st edition	
2	01.10.09	Shane Hughes (Director)	Annual review	



Health and Safety policy

Carbon Accounting Systems recognises the importance of a safe and healthy work environment and acts to prevent avoidable danger to Health and Safety.. Largely, this applies to the office environment and site visits to client premises.

Office

The following list of basic requirements, are adhered to within the office environment;

- Toilets - sufficient toilets are provided and kept clean and in good order.
- Washing - hot and cold (or warm) running water is provided, with soap and towels or other means of drying.
- Drinking water - a supply of wholesome drinking water provided.
- Temperature - the room temperature is at least 16 degrees Celsius where people work sitting down.
- Cleanliness - The workplace is maintained in a clean state.
- Lighting - There is adequate light, of which a proportion is natural light, to avoid problems of visual fatigue.
- Space - a minimum of 11 cubic metres is provided for each person permanently occupying a workplace.
- Ventilation - in most offices being able to open the windows will suffice.

Additionally, other risks assessed within the work place include;

- Manual handling – an understanding of manual handling procedures is needed when moving equipment, furniture and boxes.
- Chemical hazards – substances such as bleach, inks, toners and correction fluids are stored and used correctly.
- Electrical equipment – regular visual inspections are completed and equipment is maintained in safe conditions. Hazards such as over loaded sockets and taping wire joints is avoided. Any observed faults are rectified through competent persons.
- Fire hazards - The risk of fire has been assessed and the fire exits are clearly marked.
- Smoking – there is no smoking permitted within the workplace.
- Display Screen Equipment – risks have been assessed to health from DSE workstations and have been reduce to the lowest level practicable. The main risks relate to physical musculo-skeletal problems, visual fatigue and mental stress.
- Stress - Ill health resulting from stress caused at work is treated the same as ill health due to other, physical causes present in the workplace.
- Accidents – Any injuries are recorded, investigated and prevention measures put in place to limit future recurrences.

Site visit method statement

Carbon Accounting Systems visits site visits include visits to a vast variation of building and operating environments. The level of risk will depend on the nature of the site and survey objectives. Conversely, consultants should be aware of national health and safety regulations of building services, that could be effected by the



advice they give such as legionnaires, airbourne pollutants and vetilation and other causes of sick building syndrome.

WARNING Consultants should complete a site visit if they and all the people working with you are competent to do so, and only after you have assessed all risks, and either eliminated them or reduced them to safe levels.

Description of works	
Task	Site survey
Time	During daylight hours
Duration	3 to 5 hours (typically)
Sequence	Preliminaries > risk assessment > initial brief > survey > debrief > report writing
Location	Customer organisation premises

Responsibilities	
Site supervision	Provided on site by customer organisation
Assessment of risk	Provided on site by customer organisation
First aid	Provided on site by customer organisation
Reporting of accidents	Completed by both responsible person from customer organisation and Carbon Accounting Systems' own company logging
Technical guidance and training	If required, supplied by onsite engineers from customer organisation.

Materials, tools and equipment including selected PPE equipment	
Item	where used
Safety boots	Construction site
Hard hats	Construction site
Dust masks	Loft areas & operating floors
Waterproof clothing	Outdoor roof visits
Sun cream	Construction site & outdoor roof visits
Protective eye gear	Construction site
Protective hearing	Construction site

Note. PPE such as hard hats, eye gear, protective hearing and dust masks are generally supplied by client, were as safety boots, sun cream and waterproof clothing are supplied by the consultant. Tools and equipment lists vary from job to job. May include monitoring and document equipment supplied by the consultant. There is no need for access equipment such as ladders and scaffolding and even if supplied should not be used by the consultant.

Preliminaries before the job starts (0.5-1 person hour)

Arrive on site find the responsible person and introduce yourselves.
 Pre-survey issues:



- Request a risk assessment to be carried out by the onsite supervisor
- Request that an onsite brief be given to the consultant identifying, evaluating and minimise the risks associated with visit, including risks caused by the visit.
- Carry out a weather-risk assessment. Postpone the roof work if unsafe.
- Establish who, within the customer organisation is responsible for first aid and consultant supervision and the level of supervision required during the visit.
- Decide if the site visit supervisor and visiting consultant are competent given the results from the RA
- Decide what information, instruction and training is needed.
- Identify and source and all relevant protective gear.

Start the job if appropriate (most visits are completed in a total of 3 – 5 person hours including preliminaries and visits to plant rooms etc)

General survey:

- Upon entering each room or site examine the site conditions by conducting an informal to confirm that the client organisation comply to basic health safety considerations and that the site is a safe place to visit. The visual inspection may include, but is not limited to, the customers site having;
 - Rooms with considerable health and safety risk have lockable access.
 - Continued good housekeeping.
 - Regular maintenance.
 - No or irregular storage of flammable materials.
 - Provision of appropriate safety devices.
 - Provision of fire safety precautions.
 - Possibility of presence of asbestos insulation.
 - Areas of danger and holes are well marked.
 - Lighting fit for purpose.
- If the consultant fears that basic health safety conditions are not being complied to the survey should be postponed.
- During the visit the consultant should respect local health and safety procedures, both common sense and taught, such as no food or drink to be taken on site.
- The visiting consultant should follow a no touch approach. If there is a need for consultants to review the internal mechanisms of plant and machines, any preparation works or opening and closing of machines should be completed by onsite engineers.

Roof surveys (0.5-1 person hour)

During a site visit it may be necessary to survey roofs, which often hold plant rooms, could host renewable energy technologies as well as possible rainwater harvesting or insulation measures. Falls from heights continues to be one of the biggest killers in the UK work environment.

- First steps are to establish if the roof work is absolutely necessary.
- Required competence MUST include safe working at heights and on roof. Two people are required, but only one needs be on the roof.
- Do not work on roofs in icy, rainy or windy conditions.
- Getting on and off the roof is a major risk. A secure means of entry and exit is essential. A properly secured ladder is the minimum requirement.
- The consultant should not engage in any work that involves the use of safety equipment that he/she is not adequately trained such as harnesses.



- Make sure that no materials fall from the roof and keep leave the roof area tidy, so that material that can fall, isn't accumulated.
- Avoid excessive exposure to sunlight by wearing appropriate clothing and using suncreams.
- If there is no guardrail or equivalent parapet, the consultant shouldn't go closer than 2m from fragile roof materials or the roof edge.
- At no time may anyone work on, from or pass over fragile material, unless platforms, coverings or other similar means are provided that adequately support them.
- Do not enter onto on authorized areas of the roof.

Construction site surveys (0.5-1 person hour)

During a site visit it may be necessary to survey a site during construction. Every week one person is killed on a construction site and many more are injured or suffer health problems.

- Upon arrival make sure that your vehicle, if you are using one, is parked in the correct location.
- Respect signage such as no Smoking, no unauthorised entry and do not touch etc.
- Where required wear a hard hat, eye protection and hearing protection etc.
- Steer clear of fragile roofs, high voltage and asbestos.
- Don't enter exclusion zones, areas with hazardous substances and areas being excavated.
- Avoid operating in areas with moving plant such as forklift trucks, cranes or reversing lorries etc.

Plant and machine room surveys (0.5-1 person hour)

During a site visit it may be necessary to survey plant and machine rooms to check the efficiency and operating norms of these technologies. Each of these environments involves varying health and safety considerations.

- Much of the ground work for a safe visit has been established in the preliminary section.
- The consultants should be supervised when entering plant and machine rooms.
- If supervision isn't deemed necessary, the responsible person should give the consultant a brief highlighting any possible risks.
- The consultant should touch any plant or machinery, especially if it is operational.
- Avoid accessing areas that may have specific health and safety concerns such as hot surfaces, confined spaces, low ceilings, live switchgear etc
- Check upon entering that the site has adequate measures for protection against fire.
- Check to see that plant rooms have adequate ventilation.