

---

# Health & Safety Policy

We have a responsibility to keep all employees safe while they work at our premises.

## HEALTH AND SAFETY POLICY STATEMENT

---

We have a responsibility to keep all employees safe while they work at our premises. In order to fulfil this responsibility, we will:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals

All matters affecting health, safety and welfare are kept under constant review. This policy will be reviewed at least annually and/or when necessary in the light of experience, changes in legislation, or changing business needs.

## ORGANISATION AND RESPONSIBILITIES

---

Health & Safety is an important issue and all of us have a role in making and keeping our workplace safe. Please see the responsibilities for each of us as follows:

### MANAGING DIRECTOR – H&S REMIT

The Managing Director has a special health and safety remit. This person is responsible for:

- monitoring and auditing our health and safety procedures
- raising awareness and ensuring that all our employees know our policy and rules and have regular consultation about health and safety matters
- maintaining the safety records, investigating accidents, providing accident statistics and keeping a watching brief on safety legislation
- conducting our risk assessments, ensuring that any new equipment, substance or working practice is properly tested, and sufficient preventative measures are set up to address any identified risks
- ensuring that our Fire Risk Assessment is complete and up to date

- ensuring that separate risk assessments are done for pregnant workers and any young people who work for us
- ensuring that our obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment and display screen equipment are met
- ensuring that the first aid box(es) are checked on a regular basis and restocked where necessary
- ensuring that prompt action is taken regarding any reported damaged or defective equipment
- review the health and safety policy periodically and ensure that safety checks have been carried out

### **DIRECTORS**

Our directors are responsible for:

- the effectiveness of our overall health and safety program
- ensuring proper procedures are in place to prevent injuries
- ensuring all employees know their roles and responsibilities in health and safety matters
- ensuring that adequate resources are available to train and make employees aware of health and safety risks
- ensuring that all managers are a role model in handling and promoting health and safety at work

### **STUDIO DIRECTOR/MANAGERS**

As manager you will:

- ensure that each new employee gets induction training which covers the precautions and procedures appropriate to their specific job. This will ensure that new starters;
- are informed about the procedures for reporting accidents
- are made familiar with the emergency evacuation procedure
- are shown the location of first aid box (fire exits and firefighting equipment
- are introduced to the first aid personnel, fire wardens and the Managing Director – H&S remit
- are advised that they will only work on tasks that they are able to carry out in a safe manner
- ensure that your employees follow our safety rules and procedures and that a good level of housekeeping is maintained
- ensure that your employees get any necessary protective clothing and that this is worn as instructed
- take appropriate action with regard to all reported defects
- ensure that all accidents are recorded
- ensure that your employees adhere to the proper procedures to prevent injury,
- ensure that you act as role model in safe behaviour
- ensure any remote employees complete a health and safety checklist
- keep up to date with health and safety matters applicable to the company

### **EMPLOYEES**

As an employee you are responsible for doing everything you can to prevent injury to yourself, your colleagues and others affected by your actions or omissions at work. You are required to:

- ensure that you are aware of your responsibilities regarding health and safety

- follow safe working practices and not remove or alter any safety devices installed on equipment
- ensure that you are fully trained in the use of all equipment that is relevant to your job
- ensure that you record all accidents that occur in the workplace, using the accident book, and seek first aid treatment where appropriate
- report any accidents or injuries you incur, at customers' or suppliers' sites, to the appropriate authority on those premises as well as to your manager
- inform your manager of any serious or imminent danger and report any issues relating to safety arrangements
- seek guidance from your manager if you are in any doubt concerning any health and safety issue
- follow our general safety rules and maintain a good system of housekeeping, including keeping workspaces tidy
- inform any visitors with whom you are meeting of any health and safety risks and precautions they must take

## **CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015**

---

As an architectural practice, it is reasonable to state that this practice will act as principal designer or designer. It is therefore policy of the practice to ensure that it meets in full the responsibilities of the principal designer or designer, as set out under the Construction (Design and Management) Regulations 2015:

### **Duties**

The practice will co-operate with other designers (as applicable) as the principal designer and will provide other relevant duty holders with details of the management and prevention of risks to health and safety created by the work.

The practice will provide Health and Safety information on its work and procedures as the Principal Designer as far as is reasonably practicable to allow their incorporation in the pre-construction information.

The practice will obtain and receive, from the principal contractor relevant health and safety information relating to the various project as necessary for the "Health and Safety File".

## **SPECIFIC H&S ISSUES**

---

### **Smoking**

Our premises are designated "no smoking" areas and this must be observed at all times by all employees and visitors.

### **Alcohol and illegal drugs**

Alcohol and illegal drugs are not allowed on the premises. Any employee who is found with these substances or whose ability to work is impaired due to them may be suspended and/or subject to disciplinary action.

### **Pregnant women**

We will carry out a separate risk assessment covering pregnant women and those of child bearing age. We will take all necessary steps to reduce any risk to pregnant women or her child.

### **Young workers**

We will carry out a specific risk assessment before employing a young person (any person under the age of 18). We will also inform the next of kin if we identify any risk to health and safety and the preventative and protective measures we have taken.

### **Manual handling**

Wherever possible the need for manual handling will be minimized. However, where necessary, we will provide you with information and training on safe handling.

### **VDU users /repetitive strain**

We will carry out regular risk assessments for those employees who use VDUs on a regular basis. We will meet the cost of regular eyesight tests and also arrange for spectacles for VDU use where these are deemed necessary.

We will take all reasonable measures to reduce the risk of repetitive strain injury.

## **SECURITY**

---

We will make all reasonable efforts to provide secure premises so that all employees can enter and leave our premises safely.

Access to any potentially hazardous areas is signposted and limited to authorised persons. When leaving work at the end of a shift, employees are responsible for locking away confidential documents or valuable items.

## **HAZARD REPORTING**

---

Please report any potential hazard or unsafe working practice to your manager. If the hazard or unsafe working practice presents an immediate danger, you must report it to the most senior person present at the time. This person has the authority to take immediate action to alleviate the danger, including stopping work until further action is taken.

Any damaged or defective equipment should be reported to the appropriate manager immediately.

## **AUTHORITY TO STOP WORK**

---

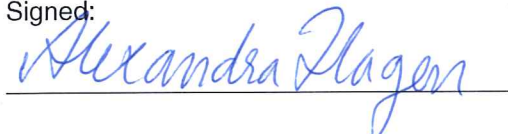
The managers have the authority to stop dangerous or illegal practices and, if necessary, may require employees to stop work.

## **CONSULTATION**

---

We will consult with all employees on an individual basis. We will inform you of any changes to working practices, amendments to our safety procedures or changes in legislation. In addition, we encourage you to raise any issues regarding health and safety with your manager.

Signed:

 Date: 12 June 2019

*Alexandra Hagen*  
Chief Executive Officer