

# Health and Safety Policy

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## INTRODUCTION

Health and Safety is a fundamental consideration for all architects and designers. It should be part of everyday working both with activities inside the office and on every project.

There is both a legal and professional responsibility to ensure understanding and application of health and safety principles at all times.

This Health and Safety policy sets out the standards and principles for DJD Group Limited ('The Company'). It is important that all employees familiarise themselves with the contents and ensure that they refer to it when appropriate. If employees are in any doubt over the application or requirements at any time they must ensure that issues are discussed with a Director.

*Overriding principles*  
employees should:

- Ensure they understand the contents of this document and when to apply them.
- Look out for their own safety first and ensure they never put themselves at risk.
- Ensure that they understand what is required of them and comply with the Company's policies.

## 1. POLICY STATEMENT

### 1.1. General policy

- 1.1.1. To issue this Health and Safety Policy to all employees and to new employees and to issue further or revised guidance from time to time on safety matters affecting the Company. Employees are required to read the policy thoroughly.
- 1.1.2. To consult with employees on matters affecting their health and safety and to provide the opportunity to raise health and safety matters at any time. Given the size of the organisation employees can initiate discussions on aspects of workplace practice, including health and safety with the Directors/Practice Manager and by way of our staff forum. Concerns and comments so raised by employees are to be reviewed and addressed as appropriate at the regular Directors' meetings.
- 1.1.3. To receive proposals from employees, jointly or individually, for improving the effectiveness of these procedures and policies.
- 1.1.4. To regularly monitor and revise this policy and health & safety system as necessary, particularly as the business changes in nature and size.

### 1.2. The Policy in relation to individual employees

- 1.2.1. To provide healthy and safe working conditions for employees and for the safety of clients or other members of the public who may visit the premises.
- 1.2.2. To operate this policy in conjunction with the safety policies of the landlord of any property occupied by the Company.
- 1.2.3. To give adequate information, instruction, training and supervision to employees on all aspects of their work to ensure, as far as reasonably

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practicable, their health and safety at work including the safe handling and use of any equipment and hazardous substances.

- 1.2.4. To provide and maintain, where necessary, protective clothing and equipment and hard hats in accordance with the Personal Protective Equipment (PPE) at work Regulations 1992.
- 1.2.5. To record all accidents/injuries and notify any major accidents/injuries or work related diseases to the enforcing authority in accordance with current regulations – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 2013).
- 1.3. The Policy in relation to professional functions
  - 1.3.1. To provide adequate control of the health and safety risks arising from the Company's work activities.
  - 1.3.2. To comply with the requirements of Section 6 of the Health and Safety at Work etc Act 1974 and the Construction (Design and Management) Regulations 2015 that the design and specification of construction, demolition or installation work and the manner of its execution shall be such that safe working conditions are possible for all during the construction phase or after completion.
  - 1.3.3. To obtain from Clients, details of existing hazards or safety policies affecting their specific projects.
  - 1.3.4. To encourage employees to report health and safety hazards to the Company H & S Co-ordinator. (see 2.2 – Duties and Responsibilities of the Company H & S Co-ordinator).
  - 1.3.5. To require clients or contractors to discharge in full their duty of care under the Act to employees of the Company visiting or out-posted to clients' property or construction sites.
  - 1.3.6. To comply with the requirements of Sections 11K and 11M of the Building Regulations 2010 as amended by the Building Regulations etc (Amendment) (England) Regulations 2023 that all reasonable steps are taken to ensure that if built in accordance with the designs the building would be in compliance with the Building Regulations.
- 1.4. Health and Safety risk management
  - 1.4.1. The Company, in accordance with the Management of Health and Safety at Work Regulations 1999 and using competent persons, will make suitable and sufficient assessment of all relevant risks or hazards affecting:
    - The health and safety of its employees whilst they are working for the Company;
    - The health and safety of other persons not in its employment arising out of or in connection with the conduct of its undertaking.
  - 1.4.2. The assessment will be recorded and any required changes will be made and recorded accordingly (see Section 6: Health and Safety risk assessment for details).

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- 1.4.3. Day-to-day responsibility for ensuring this policy is put into effect is delegated to the Company Health & Safety Co-ordinator
  - The First Aid Appointed Persons are as displayed at Tea Point.
  - The appointed Fire Wardens are as displayed at Tea Point.

## 2. ORGANISATION AND RESPONSIBILITIES

### 2.1. Introduction

- 2.1.1. The Director with overall responsibility the Health and Safety Policy is Kevin Davis.
- 2.1.2. The Company Health & Safety Co-ordinator, Kevin Davis, is responsible for implementation of the Health and Safety Policy

It should be noted, however, that the occupants of these role are not personally responsible for the personal health and safety of employees. Employers' requirements under the Health and Safety at Work etc Act are covered under Section 2 and 3.

Section 2(1) of the Act states:

*'It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.'*

Section 3(1) of the Act states:

*'It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.'*

Employees also have responsibilities to co-operate in meeting statutory duties under the Health and Safety at Work etc Act and to take reasonable care of their own health and safety and that of any other persons who may be affected by their acts and omissions.

Section 7 of the Act reads as follows:

*'it shall be the duty of every employee while at work:*

- 1. To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
- 2. As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

Section 8 places a duty on all persons whether they be employers, employees or self-employed and states:

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'*

### 2.2. Duties and responsibilities of the Company Health & Safety Co-ordinator

These are to:

- Take overall responsibility for the health and safety of employees when carrying out their work.

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- Ensure that sufficient resources are provided to meet the Company's health and safety needs.
- Take executive responsibility for implementing and supervising the Company's Health and Safety Policy and its procedures, including risk assessments.
- Ensure all members of the Company co-operate in meeting the aims of the policy.
- Ensure sufficient training is provided to all employees to enable them to fulfil their duties in accordance with the Policy.
- Appoint a First Aid Appointed Person(s) and ensure that the First Aid Box and Accident record book are properly maintained.
- Maintain an Accident Record Book, record all known accidents and significant occurrences of work related ill health.
- Investigate any accidents and work-related periods of sickness absences.
- Ensure a fire risk assessment is undertaken and implemented and fire escape routes and equipment are regularly checked and tested.
- Report employees to a Director for appropriate disciplinary action in the event of any breach of or refusal to comply with statutory (or Company) safety regulations or the Policy of Company. Ensure all employees are given adequate safety training.
- Ensure all employees are issued with a copy of the Policy and any subsequent revisions.
- Set a personal example in all aspects of health and safety.

## 2.3. Responsibilities of employees

All employees must:

- Take care of themselves and others who may be affected by their acts or omissions at work.
- Report any accident, however minor, to the Company Health & Safety Co-ordinator.
- Set a personal example to their colleagues and clients in all aspects of health and safety.
- Ensure electrical plugs are safely and correctly wired and place telephone and electricity cables where they are not a potential hazard.
- Not overload socket outlets with adaptors and multiple plugs.
- Report any loose connections/faults to the Company Health & Safety Co-ordinator.
- Switch off electrical machines after use or at the end of the day unless otherwise instructed.
- Report faulty office equipment to the Company Health & Safety Co-ordinator – untrained employees must not attempt repairs.
- Keep escape routes (in case of fire), stairways, passageways and space between desks free of all obstructions.
- Report potential hazards (such as fire escape obstructions) to the Company Health & Safety Co-ordinator.
- Not dispose of broken glass or scalpel blades in waste bins. These must be wrapped safely (i.e. blades wrapped in tape) and deposited in the metal bins.
- Always leave the kitchen/refreshment facilities hygienically clean and tidy.

## 2.4. Responsibilities of the Company (Directors)

The Company (Directors) as freeholders, leaseholders or tenants of its offices, will ensure:

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- compliance with the Health and Safety at Work etc Act 1974; Workplace (Health, Safety and Welfare) Regulations 1992; the Regulatory Reform (Fire Safety) Order 2005; and with this Policy's Fire Precautions Section.
- Sufficient Fire Wardens and First Aiders are appointed, trained and their names and responsibilities published.
- Offices are space-planned, cleaned and kept in good repair to ensure safety of employees and visitors.
- Office machinery is safe, properly maintained, fitted with any necessary guards or safety devices and that employees required to use such machinery are trained in its use and are not permitted to carry out repairs without authority.
- A health and safety plan is prepared for all construction, maintenance and repair works at the Company offices, where CDM Regulations apply.
- Electrical equipment and systems in the premises are properly maintained.

### 3. PROJECT DESIGN AND CONSTRUCTION

#### 3.1.CDM Regulations

NOTE: The Construction (Design and Management) (CDM) Regulations 2015 came into force on 6 April 2015.

##### 3.1.1.Introduction

- 3.1.1.2. This section draws attention to two aspects of Health and Safety affecting Project Design and Construction. These are, firstly, managing risks arising from the design affecting users of the completed facilities and secondly, assessing the risks during construction works.
- 3.1.1.3. Both aspects are covered by the original Health and Safety at Work etc Act 1974. Section 6 of the Act places duties on persons (e.g. the Company) who design, import or supply articles for use at work to ensure as far as is reasonably practicable that any plant, machinery, equipment or appliance is so designed and constructed as to be safe without risk to health.
- 3.1.1.4. They must carry out any testing or examination necessary to achieve this and ensure that adequate information will be available about the use for which it was designed and about any conditions necessary for its safe use. They must ensure that there is adequate information available about this and about any conditions necessary to ensure that it will be safe and without risks to health when properly used.
- 3.1.1.5. The Construction (Design and Management) (CDM) Regulations 2015, establishes the duty of employers, or self-employed persons and of managers (i.e. those 'not employing but controlling persons at work') to ensure decisions affecting health and safety during construction works are made following assessment of the risks arising through the design. The term 'construction works' includes maintenance, repair and demolition (Regulation 2). These regulations also impose duties on Clients, Consultants and the Principal Designer. It should be noted that this is different from most construction law in that it is Criminal Law. The client should be made aware of their responsibility and preferably this action confirmed in writing.



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## 3.1.2. Responsibilities of the Client

3.1.2.1. The duties of the Client under the CDM Regulations are:

- to appoint (in writing) a Principal Designer where more than one contractor will be involved;
- to appoint (in writing) a Principal Contractor where more than one contractor will be involved;
- to ensure there are arrangements in place for managing and organising the project;
- to allow adequate time for the design, planning and construction work to be undertaken properly;
- provide information to the designer(s) and contractor about the site and existing structures or hazards that may be present;
- provide information about what is to be built - the 'client brief';
- Communicate with the designer(s) and building contractor;
- Ensure adequate welfare facilities on site (see HSE '*Provision of welfare facilities during construction work*');
- ensure that the Principal Contractor (or contractor if there is only one contractor) has a construction phase plan in place and not allow work to start until there is a plan;
- keep the Health and Safety File (received at the end of the project), and make it available to anyone who needs to alter or maintain the building, and update it if circumstances change;
- if the client is an employer, or if there are members of the public visiting the premises, ensure that employees and members of the public are protected from the risks of construction work;
- if the project involves a new workplace or alterations to an existing workplace to ensure that it is designed correctly [it must meet the standards set out in the Workplace (Health Safety and Welfare) Regulations 1992];
- notify construction projects to the HSE (where work lasts longer than 30 days with more than 20 workers at any one time, or involves more than 500 person days of work). The client may request someone to do this on their behalf;

### 3.1.2.2. Domestic Clients

- A domestic client is one whom is having work done on their own home, or the home of a family member, and it is NOT in connection with a business. The only responsibility a domestic client has under CDM 2015 is to appoint a principal designer and a principal contractor when there is more than one contractor. However, if they do not do this, (as is common practice) their duties as a domestic client are automatically transferred to the contractor or principal contractor. A designer can take on the domestic client duties, provided there is a written agreement between the client and the designer to do so.

## 3.1.3. Responsibilities of the Principal Designer.

3.1.3.1. Refer to the HSE publication L153 (published 2015) - Managing Health and Safety in Construction - and the HSE document 'Industry Guidance for Principal Designers' (published by CITB) for detailed context and reference.

3.1.3.2. Principal Designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an

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individual with sufficient knowledge, experience and ability to carry out the role.

3.1.3.3. The duties of the Principal Designer under Regulation 11 of the CDM Regulations 2015 are summarised below as to:

- Plan, manage, monitor and co-ordinate matters relating to health and safety in the pre- construction phase to ensure as far is reasonably practicable, the project is carried out without risks to health and safety. This includes:
- identifying, eliminating or controlling foreseeable risks;
- ensuring designers carry out their duties under the regulations;
- prepare and provide relevant information to other duty holders;
- obtain pre construction health and safety information and make available to designers and contractors;
- prepare Health and Safety File. If appointment ends prior to completion of construction phase hand H&S File to Principle Contractor for completion;
- liaise with the principal contractor to help in the planning, management, monitoring and co-ordination of the construction phase.

### 3.1.4. Responsibilities of Designers under the CDM Regulations

3.1.4.1. Refer to the HSE publication L153 (published 2015) - Managing Health and Safety in Construction - and the HSE document 'Industry Guidance for Designers' (published by CITB) for detailed context and reference.

3.1.4.2. The CDM Regulations 2015, Regulation 9 covers Duties of Designers. 'Designers' means the Company, and the individuals.

3.1.4.3. Designers must not commence work unless satisfied that the client is aware of their duties under the regulations;

3.1.4.4. When preparing or modifying designs, Designers must eliminate, reduce or control foreseeable risks that may arise during

- construction
- the maintenance and use of a building once it is built.

3.1.4.5. Designers must provide information to other members of the project team to help them fulfil their duties.

### 3.1.5. Health and Safety Risk Control

3.1.5.1. Identification and control of risk to health and safety is a continuous activity to be taken into account with other factors when making design decisions. It is also to be subject to formal review at the end of each work stage.

3.1.5.2. The general principles of hazard identification and assessment involve:

- listing the processes, tasks or work activities;
- identification of potential hazard(s);
- assessment of each risk in terms of likely frequency and seriousness;

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- 3.1.5.3. If the hazards cannot be eliminated, follow the hierarchy of risk control: alter the design to prevent or remove the hazard, but if that is not reasonably practicable combat the risk at source, e.g. provide lifting attachments if appropriate, only then consider personal protection, e.g. harnesses or respirators, or special training, or access limitation.

## **3.1.6. Implementation**

- 3.1.6.1. When appointed as a designer to a project the Company will discharge, as far as is reasonably practicable, its obligations:
- to ensure design decisions affecting health and safety during construction works are made following assessment of the risks arising under the CDM Regulations, by:
  - following the principles and guidance in 'Managing Health and Safety in Construction: Construction (Design and Management) Regulations 2015, published by HSE;
  - following the guidance in the HSE documents 'Industry Guidance for Principal Designers' and 'Industry Guidance for Designers' (published by CITB)
  - allocating members of employees with the necessary competence to undertake specific design tasks;
  - providing appropriate training to members of employees;
  - developing and regularly reviewing relevant office systems, including, inter alia, design management (e.g. as RIBA Plan of Work); and keeping records of all risk assessments;
  - maintaining a library as source of safety information;
  - monitoring, as part of quality assurance audit procedures, compliance with the Company Health and Safety Policy.
- to ensure that a design and specification meets the requirements of Section 6 of the Act, by:
- complying with appropriate Acts of Parliament and subordinate legislation, e.g. the Building Act 1984, Building Regulations 2000 (SI No 2000/2531), Electricity at Work Regulations 1989 (SI No 635), Workplace (Health, Safety and Welfare) Regulations 1992, Work at Height Regulations 2005, Manual Handling Operations Regulations 1992, etc;
  - complying with guidance applicable to specific industrial, sector or substances published by HSE;
  - specifying installations, plant, equipment and materials which comply with relevant British Standards and Codes of Company (subject to EC directives);
  - where BS Codes of Company do not exist, using authoritative sources of information, e.g. IEE Wiring Regulations, CIBSE guides, Agreement Certificates, approved Documents, etc;
  - consulting the HSE in cases where guidance is not available or not clear.
  - to advise the Client if the obligations under the agreement with the Client conflict with the obligations of the Company under the CDM Regulations.

## **3.1.7. Appointing the right organisations and people**

- 3.1.7.1. Anyone responsible for appointing designers (including principal designers) or contractors (including principal contractors) to work on a project must ensure that those appointed have the skills, knowledge



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and experience to carry out the work in a way that secures health and safety. If those appointed are an organisation, they must also have the appropriate organisational capability.

3.1.7.2. Membership of such professional bodies as the RIBA is a good indication of skills and experience. However all RIBA members should be aware that they are expected to comply with the CPD requirements and be fully aware of their responsibilities. (RIBA CPD Core-curriculum requires minimum 2 hours CPD per annum on Health and Safety issues). Other employees that belong to other similar professional bodies are considered to have similar status. Employees that are not RIBA members should have relevant CPD training.

## **3.2. Building Regulations**

NOTE: The Building Regulations 2010 as amended by the Building Regulations etc (Amendment) (England) Regulations 2023 came into force on 1 October 2023.

### **3.2.1. Introduction**

3.2.1.1. This section draws attention to the new responsibilities, under the amended Building Regulations, to ensure it can be demonstrated that buildings, as designed would comply with the Building Regulations.

3.2.1.2. The Building Regulations, as amended by the Building Regulations etc (Amendment) (England) Regulations 2023, impose duties on Clients, Designers, Contractors and the Principal Designer. It should be noted that this is different from most construction law in that it is Criminal Law. The client should be made aware of their responsibility and preferably this action confirmed in writing.

3.2.1.3. For the purposes of the Building Regulations higher risk building work is work notifiable under the Regulations in a higher risk building that is at least 18 metres in height or has at least 7 storeys, and contains at least 2 residential units.

### **3.2.2. Responsibilities of the Client**

3.2.2.1. The duties of the Client under the Building Regulations are:

- make suitable arrangements for planning, managing and monitoring a project (including allocation of sufficient time and other resources) so as to ensure compliance with all relevant requirements;
- ensure that these arrangements are maintained and reviewed throughout the project;
- provide building information as soon as is practicable to every designer and contractor on the project;
- cooperate with any other person working on or in relation to a project to the extent necessary to enable any person with a duty or function under these Regulations to fulfil that duty or function;
- Where there is more than one client in relation to a project:
  - the clients may agree in writing which of them is to be treated for the purposes of these Regulations as the client;
  - except for the duties specified below, only the person who agreed to be treated as the client above is subject to the duties owed by a client under these Regulations;
  - the duties in the following provisions are owed by all clients—

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- With respect to providing building information, to the extent that those duties relate to information in the possession of the client or which is reasonably obtainable by or on behalf of the client;
- To co-operate
- Arrangements as to information for higher risk buildings
- A client must make suitable arrangements to ensure information is provided to the designers and contractors working on a project which includes any higher-risk building work to make them aware that the project includes higher-risk building work and the nature of the higher-risk building work.
- This includes a duty to periodically review the building work (and the design work) included or to be included in the project so as to identify whether it is higher-risk building work and to ensure information is provided where the work becomes higher-risk building work.
- Where there is more than one contractor, or it is reasonably foreseeable that more than one contractor will be working on a project, the client must appoint in writing a designer with control over the design work as the principal designer and a contractor with control over the building work as the principal contractor. These appointments must be made before construction begins and in the case of higher risk building work before an application to the regulator is submitted.
- Where the appointment of a principal designer or the principal contractor ends before the end of the project, as soon as reasonably practicable the client must appoint a new principal designer or new principal contractor, as the case may be;
- Where the client fails to appoint a principal designer (or a replacement principal designer) or, as the case may be, a principal contractor (or a replacement principal contractor), the client must fulfil the duties of the principal designer or the principal contractor, as the case may be, under these Regulations until they appoint another person to that role;

### 3.2.2.2.Domestic Clients

- A domestic client is one whom is having work done on their own home, or the home of a family member, and it is NOT in connection with a business. The only responsibility a domestic client has under the Building Regulations is to appoint a principal designer and a principal contractor when there is more than one contractor. However, if they do not do this, (as is common practice) their duties as a domestic client are automatically transferred to the contractor or principal contractor. A designer can take on the domestic client duties, provided there is a written agreement between the client and the designer to do so. If a domestic client does not appoint a Principal Designer and/or Principal Contractor, where one is required, the designer in control of the design phase is automatically the Principal Designer and the contractor in control of the construction phase is automatically the Principal Contractor.

### 3.2.3.Responsibilities of the Principal Designer.

- 3.2.3.1. Principal Designers are designers appointed by the client in projects involving more than one contractor, or by default where there is only one designer. They can be an organisation or an individual with sufficient knowledge, experience, ability and organisational capacity to carry out the role.

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3.2.3.2. The duties of the Principal Designer under Regulation 11M of the Building Regulations, as amended, are summarised below as to:

- Plan, manage and monitor the design work during the design phase;
- coordinate matters relating to the design work comprised in the project so that all reasonable steps are taken to ensure that the design is such that if the building work to which the design relates were built in accordance with that design the building work would be in compliance with all relevant requirements
- take all reasonable steps to ensure that designers, and any other person involved in relation to design work, cooperate with the client, the principal designer, the principal contractor and each other; the design work of all designers is coordinated so that the design is such that if the building work to which the design relates were built in accordance with that design the building work would be in compliance with all relevant requirements; and designers, and any other person involved in relation to design work, comply with the duties under these Regulations;
- liaise with the principal contractor and share with the principal contractor any information relevant to the planning, management and monitoring of the building work, and the coordination of building work and design work for the purpose of ensuring compliance with all relevant requirements.
- Where the principal contractor provides comments to the principal designer in relation to compliance with the relevant requirements, the principal designer must have regard to those comments.
- if requested, assist the client in providing information to other designers and contractors;
- when the principal designer's appointment ends, no later than 28 days after the end of the appointment, give to the client a document explaining the arrangements it put in place to fulfil the duties above;
- If appointed as a replacement Principal Designer review the arrangements the previous principal designer put in place for fulfilling the duties above so that all reasonable steps are taken to ensure that the design is such that if the building work to which the design relates were built in accordance with that design the building work would be in compliance with all relevant requirements.

## **3.2.4. Responsibilities of Designers under the Building Regulations**

3.2.4.1. The Building Regulations as amended, Regulation 11K covers Duties of Designers. 'Designers' means the Company, and the individuals.

3.2.4.2. Designers must not commence work unless satisfied that the client is aware of their duties under the regulations;

3.2.4.3. When carrying out design work the designer must take all reasonable steps to ensure that the design is such that if the building work to which the design relates were built in accordance with that design the building work would be in compliance with all relevant requirements.

3.2.4.4. In providing a design, a designer must take all reasonable steps to provide sufficient information about the design, construction and maintenance of the building to assist the client, other designers and contractors to comply with all relevant requirements.

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3.2.4.5. Where a designer is carrying out only part of the design of the building work which comprises a project, the designer must consider other design work which directly relates to that building work and report any concerns as to compliance with all relevant requirements to the principal designer.

3.2.4.6. If requested to do so, a designer must provide advice to the principal designer or the client on whether any work, to which a design they are preparing or modifying relates, is higher-risk building work.

### **3.2.5.Implementation**

- 3.2.5.1. When appointed as a designer to a project the Company will discharge, as far as is reasonably practicable, its obligations:
- to ensure buildings as designed can be demonstrated to meet the Building Regulations by:
  - Developing, reviewing and updating a Building Regulations Compliance Strategy with other designers where appointed and where appointed as Principal Designer using this to plan, manage and monitor the design work;
  - allocating members of employees with the necessary competence to undertake specific design tasks;
  - providing appropriate training to members of employees;
  - developing and regularly reviewing relevant office systems, including, inter alia, design management (e.g. as RIBA Plan of Work);
  - maintaining a library as source of technical information;
  - monitoring, as part of quality assurance audit procedures, compliance with the Company Health and Safety Policy.
  - to advise the Client if the obligations under the agreement with the Client conflict with the obligations of the Company under the Building Regulations.
  - To identify buildings that are higher risk buildings, under the Regulations, and ensure that the additional requirements for these buildings are adhered to;
  - To give written notice within 28 days of a principal designer appointment finishing to the client, setting out the details required under the regulations.

### **3.2.6.Appointing the right organisations and people**

- 3.2.6.1. Anyone responsible for appointing designers (including principal designers) or contractors (including principal contractors) to work on a project must ensure that those appointed have the skills, knowledge and experience to carry out the work in a way that secures health and safety. If those appointed are an organisation, they must also have the appropriate organisational capability.
- 3.2.6.2. Membership of such professional bodies as the RIBA is a good indication of skills and experience. However all RIBA members should be aware that they are expected to comply with the CPD requirements and be fully aware of their responsibilities. (RIBA CPD Core-curriculum requires minimum 2 hours CPD per annum on Health and Safety issues). Other employees that belong to other similar professional bodies are considered to have similar status. Employees that are not RIBA members should have relevant CPD training.

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## 4. SITE VISITS

### 4.1. Introduction

- 4.1.1. When any employee is making an official visit to other premises or working away from the office (for instance, at the offices of a client, or other consultant or on a construction site) their health and safety is the responsibility of the person or firm or contractor controlling that place.
- 4.1.2. Nevertheless, the Company, as the employer, is not absolved from its responsibility but can only discharge its duty of care with the co-operation of employees.
- 4.1.3. Everyone's compliance with the following guidelines will help with the achievement of the principal aims of ensuring the safety of each employee, and the safety of others.

### 4.2. Time and location of visit

- 4.2.1. Any employee who intends to be out of the office for any reason must enter the precise details of time and location into the electronic office diary and inform the office if these arrangements change.

### 4.3. Personal safety

- 4.3.1. All employees should take special care when visiting sites, inspecting properties unaccompanied, leaving offices or attending appointments after dark and should remain on guard when travelling on public transport late at night or in remote places. They should be wary of escorting strangers around empty properties by themselves. Be aware of advice on personal safety issued by the Police.

### 4.4. Permission to visit site

- 4.4.1. Do not enter sites or buildings without permission.
- 4.4.2. On construction sites, the Contractor is responsible for the safety of persons lawfully on the site. Be aware of, and comply with all of the Contractor's on site Health and Safety requirements. Report to him/her on arrival and when you leave.
- 4.4.3. If visiting occupied buildings, make prior arrangements with the person in charge and report on arrival to the responsible member of staff in the area or department being visited and on leaving. Always seek assistance from others on the site when personal safety is at risk.
- 4.4.4. Do not visit a site or an empty building or unfrequented spaces (e.g. ducts) in existing buildings on your own without permission. Make sure someone knows where you are, what you are doing and report back at an agreed time. Establish an action plan in case of non-appearance after an agreed time.
- 4.4.5. Preferably go accompanied, especially to unoccupied sites.

### 4.5. Planning a site visit

- 4.5.1. It is the client's responsibility to provide enough information about the site to enable a visit to be undertaken with full knowledge of the conditions.



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- 4.5.2. It is good practice to undertake a Health and Safety risk assessment to focus attention on any issues that will need to be identified and need to be avoided.
- 4.5.3. Procedures need to be adjusted depending on whether the site is occupied or unoccupied.
- 4.5.4. Plan the visit and take appropriate equipment and protective clothing. As a minimum, all visits will require:
  - a hard hat that is undamaged and 'in-date'
  - boots or shoes with steel toecaps and preferably steel insoles
  - high visibility vest or jacket

additionally quite often the following may also be required-

- safety glasses
  - gloves
  - full high visibility clothing
  - additional warm or water proof clothing
  - sunglasses
  - sun block (especially for roof inspections in summer)
- 4.5.5. Familiarise yourself with all safe working rules applicable to the site or place being visited and comply with them. Such rules could cover access and egress, the wearing of safety helmets, safety harnesses, eye protection, ear protection, footwear and clothing, special precautions in areas of particular hazard, reporting your presence on site, etc. When conducting third parties on construction sites, you must ensure that they always wear hard hats, high visibility clothing and are wearing appropriate protective clothing.

## 4.6. Occupied site safety rules

- 4.6.1. The basic safety rule is when employees perform their duties, they must not put themselves or others at risk whatever pressures are exerted by others. Draw attention to risks or hazards that appear to have gone unnoticed.
- 4.6.2. When visiting any construction site or surveying or inspecting premises under the control of a contractor:
  - ensure that on your first visit you are offered and attend a site induction. If you are not able to be given an induction for any reason, do not enter the site;
  - always attend site properly equipped;
  - do not accept an escort as an alternative to inductions as your guide could be needed in an emergency and you will not know the safe way to exit the site.
- 4.6.3. As minimum:
  - wear a hard hat, suitable clothes and stout shoes or boots with toe caps; do not wear thin-soled, high heeled or slippery shoes;
  - avoid loose clothes which might catch on obstructions;
  - familiarise yourself beforehand with the plan of the building, particularly the exit routes; make sure that security devices on exits will allow you to reach safety quickly;

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- check on protection when approaching stairwells, balustrading, lift shafts, roof perimeters, etc; only use lifts when permitted; beware of ladders with rusty or rotten rungs, and never climb a ladder which is not securely fixed;
- ensure that there are toe boards to each lift of scaffolding, scaffold plates and that plant hoists are correctly protected;
- check that planks are secure; beware overhead projections, scaffolding and plant, and proceed with caution;
- keep clear of excavations; walk over the structural members (e.g. joists, beams, etc.) whenever possible - do not rely on floorboards alone; look for defects in the floors ahead, e.g. wet areas, holes, materials that might cover holes; do not lean on guard rails or roof lights;
- do not touch any plant or equipment; keep clear of machinery and stacked materials; watch out for temporary cables, pumps, hoses and electrical fittings;
- assume that services (e.g. cables, sockets, pipes, etc.) are not safe or have not been isolated;
- leave the building immediately if you suspect the presence of gas, flammable liquids, dangerous chemicals or free asbestos fibre;
- take particular care in windy, cold, frosty, wet or muddy conditions;
- do not walk and look around at the same time; keep one hand free at all times when moving; be in a safe and balanced position whenever making notes or taking photographs; do not become distracted while climbing ladders.
- ensure any access equipment you used is in good working order, is insured and if needed is operated by a correctly trained operator.

## 4.7. Unoccupied Site or Building

- 4.7.1. If the building or site is unoccupied, always anticipate hazards. Do not take chances. Do not visit an empty building if you think it unsafe. Do not visit an unoccupied site if it could be considered to be dangerous. Notify the office if you intend to visit an unoccupied building.
- 4.7.2. Undertake a Health and Safety risk assessment to understand what is known and what is a potential risk. If in doubt ask the client for more information or ask for additional resources to ensure that any potential risks can be mitigated.
- 4.7.3. Common dangers include:
  - rotten or insecure floors and stairs;
  - unsupported excavations and trenches;
  - hidden pits, ducts, openings, etc;
  - fragile construction, e.g. roof sheeting;
  - spaces which have not been used or ventilated for some time;
  - contamination by chemicals or asbestos;
  - intruders who may still be around;
  - contamination by vermin or birds, or poisons put down to control them;
  - unstable groundworks;
  - watercourses and wells hidden by overgrown vegetation.

## 4.8. Structural Collapse

- 4.8.1. On discovering a partial or total structural collapse do not enter that section of the building, and consider the need:

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- 4.8.2. to contact the HSE and/or the Local Authority Building Control Officer;
- 4.8.3. to contact the police where the public may be affected;
- 4.8.4. for the display of appropriate hazard notices.

## 4.9. Accidents

- 4.9.1. When any accidents occur on sites or buildings where the Company is carrying out professional services, proceed in accordance with the guidance in Section 5.
- 4.9.2. Building operations and works of engineering construction, both on Crown and other sites are by definition factories under the Factories Act 1961, so the HSE Inspectorate have major powers on all sites. The HSE may delegate the duties of the enforcing authority to the appropriate Local Authority.

## 4.10. Hazardous Activities

- 4.10.1. Report any apparent or potentially unsafe or hazardous procedures on a construction site to the Contract Administrator (or Employer's Agent) or the clerk of works, or if these are not available, to the site agent or person responsible for that place. All such reports should be noted and, in the case of a construction site, recorded at the next site meeting.
- 4.10.2. In the case of any dangerous, or potentially dangerous, site activity, the Contractor or person responsible must be advised to cease carrying out that particular activity which contravenes the Health and Safety at Work Act and to continue only in a manner which does accord with that Act. Take steps to ensure these actions are confirmed by written notice by the Contract Administrator (or Employer's Agent) to the Contractor (or person responsible) as soon as possible.
- 4.10.3. It should be emphasised that failure to deal adequately with the danger will be notified to the HSE Inspectorate. If in doubt as to whether a situation is dangerous or not, err on the side of safety and contact the local HSE Inspector for advice.

## 4.11. Asbestos

- 4.11.1. Should asbestos containing materials be found, or be thought to be found, any work being undertaken in the immediate area should be stopped immediately. Keep everyone else out of the area. Advise the person responsible for the building or site as soon as possible. Put up a warning sign 'possible asbestos contamination'. Arrange for a sample to be sent for analysis.

## 4.12. Unsafe Practices

- 4.12.1. Do not act as a safety officer for Contractors or others but informed professionals have a duty and a legal responsibility to prevent, so far as reasonably practicable, a Contractor or others from carrying out unsafe practices and placing employees or visitors in jeopardy.
- 4.12.2. When encountering any difficulties or being unable to deal with a situation, seek the advice of the HSE immediately at the local office.

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## 5. MISCELLANEOUS PROCEDURES

### 5.1. Accident Reporting / First Aid

- 5.1.1. Any incident which results in injury to any person or damage to any equipment or property affecting or involving the Company and its employees and all accidents in the Company premises must be reported to the Company H & S Co-ordinator who will record the incident. On the spot collection of factual information (location, witnesses, measurement, parties involved, police and fire brigade services, hospital, photographs where possible) will be the responsibility of the Company H & S Co-ordinator or senior person concerned.
- 5.1.2. Any accident on a construction site must be reported immediately to the relevant person in charge and to the Company H & S Co-ordinator on return to the office.
- 5.1.3. The First Aid Appointed Person(s) is trained in emergency first aid on the premises. They must be notified immediately an accident occurs. The First Aid Box is situated on the wall at the Tea Station together with the Accident Record Book. The Company H & S Co-ordinator is responsible for the contents of the First Aid Box and maintaining the relevant record book.
- 5.1.4. Emergency services (police, fire, ambulance) are contacted by telephoning '999'.
- 5.1.5. The nearest Accident and Emergency Unit is the Worcestershire Royal Hospital, Warndon.
- 5.1.6. The police non-emergency telephone number is 101 .

### 5.2. Illness – Refer to Sickness Policy

### 5.3. Occupational Health - Mental Health, Employee Wellbeing and Fatigue

- 5.3.1. All employees are expected to have regard to the maintenance of their own physical and mental well-being in the conduct of their business and personal lives.
- 5.3.2. The Company also recognises that mental health problems can be caused by work-related issues. Work-related stress/fatigue can aggravate pre-existing conditions, and problems at work can bring on symptoms or make their effects worse.
- 5.3.3. Prevention and early detection is important. The Company strives to create a safe and supportive environment for its employees. Care is taken to ensure that:
  - Office layout and furnishing creates a pleasurable place to work.
  - Adequate equipment and training is available.
  - Roles are clearly understood.
  - Workload is manageable.

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- Feedback is encouraged. Each employee has a designated “mentor” Director, with whom to voice any issues or concerns, either at routine quarterly reviews/appraisals or ad-hoc.
- An alternative option is available if an employee feels uncomfortable discussing personal matters with their line manager. The H&S Co-ordinator takes overall responsibility for Mental Health within the Practice. In addition, the Practice Manager acts as the designated Mental Health Support Lead.
- Anonymous reporting of concerns is possible using Quarterly anonymous staff surveys routinely include questions relating to mental health and wellbeing.
- A quarterly (& confidential) employee-only Staff Forum is chaired by the Practice Manager and used to identify common concerns. These are relayed to Directors for comment/action.
- Late working is actively discouraged
- Full use of holiday entitlement is encouraged.
- Comfortable space is provided for employees to take lunch breaks.
- Social gatherings are organised to build team spirit and morale.

5.3.4. Where a mental health condition has been diagnosed, The Company is committed to supporting the “Core Standards” as set out in “Thriving at work: the Stevenson / Farmer review of mental health and employers” commissioned in 2017 and advocated by the Health and Safety Executive.

## 5.4. Smoking

5.4.1. In the interests of fire safety, as well as general health and the working environment, the Company operates a non-smoking policy on the premises. This policy covers the smoking of all tobacco related based products, vaping and the use of e-cigarettes.

## 5.5. Driving

5.5.1. All employees or other persons engaged by the Company on its business or at any time when using a vehicle supplied by the Company must conform with all requirements of the Road Traffic Acts, associated legislation and the Highway Code.

5.5.2. All employees driving in the course of their employment or driving vehicles supplied by the Company must:

- ensure that the vehicle is serviced, maintained and operated in accordance with the manufacturer’s guidelines. If the condition of a Company’s vehicle is in doubt, advice or a garage should be sought;
- be in possession of a valid UK driving licence. This must be checked by the Company every year and endorsements notified to the insurers (for Company vehicles);
- ask employees’s GP if any prescribed medication will affect their driving ability and if so they must refrain from driving;
- refrain from using telephones whilst driving;
- wear glasses or lenses if prescribed for this activity.

5.5.3. Employees must avoid over the counter medications such as anti-depressants, antihistamines for hay fever, nettle rash, asthma, eczema, or travel sickness preparations or cough remedies which can adversely affect driving.



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- 5.5.4. Employees must not drive having consumed alcohol.
- 5.5.5. Employees are advised to consider the provision of a fire extinguisher (dry Powder) and a first aid kit for their vehicles.
- 5.5.6. Employees driving on business of the Company, in a vehicle not supplied by the Company, must have full comprehensive insurance cover to cover the driver and passengers in the course of their employment.

## 5.6. Hazardous Substances

- 5.6.1. When any potential hazardous substances are used at work, the Control of Substances Hazardous to Health Regulations (COSHH) require a register to be kept listing such risks and warning notices to be posted adjacent to store and equipment using hazardous materials or substances.
- 5.6.2. Basic precautions, as follows, must be adhered to:
  - All chemicals must be stored bearing the approved safety signage and directions.
  - Never 'top up' one bottle from another.
  - Never mix chemicals as these may be incompatible and cause an adverse reaction.
  - Ensure adequate ventilation when using glues, solvents, etc.
  - If an accident occurs:
    - ventilate the area;
    - evacuate employees;
    - summon emergency services if necessary;
    - ensure a full written report is prepared without delay and submitted to the manager responsible.
- 5.6.3. The most hazardous materials are likely to be cleaning chemicals. The basic precaution is to avoid mixing any two cleaners which are incompatible, such as powder and acid cleaners, liquid bleaches and powder bleaches. In both cases, toxic gases can be produced. Protective gloves and in some cases goggles must be worn when handling the chemicals.
- 5.6.4. Chemicals used by employees might include duplicating fluids, glues and solvents and reprographic chemicals. In all such cases, adequate ventilation needs to be available when these materials are used. The warning labels, if any, must be carefully studied and the precautions on them followed. Some of these materials may be flammable and the appropriate precautions, such as prohibition of smoking, should be taken.

## 5.7. Visual Display Units (VDUs)

- 5.7.1. The Health and Safety (Display Screen Equipment) Regulations 1992 require the risks of VDU work to be assessed. The HSE publication Work with Display Screen Equipment L26 gives practical help on how to carry out the assessment.
- 5.7.2. The objectives of the assessment are to meet the following criteria for health and comfort.

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- The VDU screen should be positioned to avoid unnecessary reflections on it.
- Brightness should be variable, image should be steady and characters should be clear.
- The chair should be correctly adjusted for height and back support and in good condition.
- The need for breaks depends on the nature and intensity of the work, the Regulations require breaks or changes of activity but do not specify their timing or length. Short, frequent intervals are more beneficial than infrequent ones. Work should be arranged so that it is interspersed with other tasks.

- 5.7.3. VDU operators should have their eyes tested before operating a VDU. Repeat eye tests should be undertaken at least every two years, or more frequently if recommended by an individual's optometrist, or if VDU work is having an impact. Spectacle wearers should consult their optician.
- 5.7.4. People who suffer from epilepsy or associated illnesses should see their own medical adviser before operating VDUs.
- 5.7.5. Discomfort or illness associated with VDUs must be reported to the Company H & S Co-ordinator.

## 5.8. Use of Office Equipment

- 5.8.1. Whilst no special training is needed on any particular Company equipment, care should be taken when, for example:
- using the guillotine and binder machine;
  - trimming with a scalpel blade or knife- always use a cutting mat and steel edge;
  - using a ladder, which should only be undertaken when another member of employees is present to supervise/hold the ladder;
  - lifting and carrying heavy loads - the Manual Handling Operations Regulations 1992 apply.
- 5.8.2. No employee should attempt to lift a load which is beyond their capacity. People with back problems should not attempt any lifting.
- 5.8.3. Responsibility for ensuring the effective maintenance and guidance on the safe use of office equipment lies with the Company Health & Safety Co-ordinator.

## 5.9. Advice and Consultancy

- 5.9.1. Enforcing Authority: Worcestershire Regulatory Services, Wyre Forest House, Finepoint Way, Kidderminster DY11 7WF Tel: 01905 822799  
E. [wrsenquiries@worcsregservices.gov.uk](mailto:wrsenquiries@worcsregservices.gov.uk)
- 5.9.2. Employment Medical Advisory Service: Health & Safety Executive (Birmingham), 19 Ridgeway, 9 Quinton Business Park, Quinton, Birmingham, B32 1AL. Tel: 0300 003 1747

## 5.10. Visitors

- 5.10.1. Visitors must report to Reception upon arrival and sign the Visitors' Book. employees should be aware of the whereabouts of visitors to the premises at all times.

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## 5.11. Lone Working

- 5.11.1. When working alone, out of hours, the external door to the building should be kept locked for increased security and you should let someone know (family etc) where you are and when you are due to finish.
- 5.11.2. When working alone during office hours care should be taken before admitting any visitor through the access control via the intercom.
- 5.11.3. All staff should notify the office of any change to itinerary when working out of the office.
- 5.11.4. If visiting site (see also section 4) or meeting clients alone, and not returning to the office afterwards, staff must arrange to contact the office to confirm that they have safely left the premises.
- 5.11.5. All staff should report to a Director instances of abusive behaviour or behaviour that causes concern.

## 5.12. Young Workers

- 5.12.1. Young workers (under 18) include young people on work experience. They may be at greater risk due to lack of experience and immaturity. They should not be allowed to visit site, attend meetings etc without being accompanied and instruction should be given for all tasks. They should be monitored more closely than other staff and may need additional instruction. They should not be left in the office alone at any time.

## 5.13. Late Working

- 5.13.1. Late working is not encouraged, maintaining a good work life balance and getting sufficient rest to be productive is extremely important. However, it is recognised there may be limited times where late working is required. Any working beyond 7pm must be discussed with and authorised by a Director.

## 6. FIRE AND EMERGENCY PRECAUTIONS

### 6.1. Fire Precautions Register & Risk Assessment

- 6.1.1. The Company H & S Co-ordinator maintains, in Sharepoint/Health and Safety, a Register of Fire Precautions giving details of checks on equipment, systems, fire drills and the Company's Fire Warden(s).
- 6.1.2. In line with the Regulatory Reform (Fire Safety) Order 2005 an up-to-date Risk Assessment is held by the Company H & S Co-ordinator and suitable action taken regarding identified risks.
- 6.1.3. Since 6 April 2007 compliance with the new Approved Document Part B Fire Safety 2007 is required, together with the BS 5588 series of standards, unless alternative fire engineering approaches are required when DD9999 (2005) can be used or a Fire Engineer consulted. The Regulatory Reform (Fire Safety) Order 2005 will generally be complied with, from a design viewpoint, if the above procedures are followed in workplace design.

### 6.2. Means of Escape

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- 6.2.1. No person should obstruct a means of escape. Fire exit routes must never be obstructed or fire doors wedged open.

## **6.3. Fire Evacuation Procedures and Practices**

- 6.3.1. A fire drill should be undertaken at least twice in every period of 12 months.
- 6.3.2. In the event of a fire:
- Operate the nearest fire alarm point and call '999' for assistance.
  - Normally the Fire Warden(s) will be responsible for assessing fire fighting but in their absence attack the fire if possible (and if you have been trained), without taking personal risk, with the appliances provided.
  - If an electrical appliance is involved, switch off the current before dealing with the fire and use the appropriate CO2 extinguisher located by rear fire escape, central office column, tea point.
  - Other sources of fire can be tackled by the other extinguisher(s), located at rear fire exit and by main entrance.
  - Shut doors and, if possible, windows before leaving the room. Do not stop to collect personal belongings.
  - Use the nearest available exit and leave the building.
  - Report to the Company Health & Safety Co-ordinator at the assembly point which is located at the rear of the building on Surman Street.
- 6.3.3. The current Fire Warden(s) is/are as indicated on wall at tea station. Fire Wardens' duties, in addition to the above, are as follows:
- to familiarise themselves with the location and operation of fire fighting equipment in the office and the escape routes;
  - to advise employees on fire precautions and equipment as necessary; to keep alert to any potential fire hazards within the office, e.g. build up of waste, obstruction of escape routes, and to take necessary action to remove the hazard;
  - in the event of an evacuation of the office to carry out a rapid but thorough check to ensure it is clear of people before they themselves leave, and to report the completion of the search to the Company H & S Co-ordinator outside the building;
  - to inform neighbouring occupants in order that their own procedures may be put into operation.
  - Generally, fire fighting operations must be abandoned if:
    - The means of escape is threatened;
    - The fire is out of control;
    - The extinguisher is exhausted.

## **6.4. Fire Protection Systems**

- 6.4.1. System Records
- 6.4.1.1. Details of all maintenance, testing or alterations to fire protection systems should be recorded in the Fire Precautions Register by or on behalf of the Company H & S Co-ordinator. In the case of fire alarms, details of the causes of all alarms (genuine, Company or test), faults which develop, periods of disconnection, and any further action required should also be recorded in the Register.

## **6.4.2. Fire Alarms**

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6.4.2.1. The fire warning system should be checked periodically, with different call points (following a set sequence) activated upon each occasion.

6.4.2.2. Responsibility for ensuring that this takes place lies with FirstPort Property Services.

## 6.4.3. Emergency Lighting

6.4.3.1. The installation should be tested every six months, with a full discharge test once a year. Periodic visual checks of the system should be made by or on behalf of the Company H & S Co-ordinator.

## 6.4.4. Fire Fighting Equipment

6.4.4.1. The purpose of portable fire fighting equipment is as follows:

- to extinguish minor fires;
- to protect means of escape as a priority;
- to protect employees and visitors;
- to protect property.

6.4.4.2. A maintenance contract is held for Fire extinguishers and these are checked (annually), The Company Health and Safety Co-ordinator is responsible for ensuring a suitable maintenance contract is in place.

6.4.4.3. Responsibility for ensuring the effective maintenance and guidance on the safe use of fire fighting equipment lies with the Company Health & Safety Co-ordinator.

6.4.4.4. The list below identifies a variety of fire fighting appliances. Note that all fire extinguishers are now Red (colour) and may have a distinguishing label or band to denote the type of contents.

- Water Fire Extinguishers - For use on Wood, Paper, Textiles.
- Foam Fire Extinguishers - For use on Wood, Paper, Textiles, Petrol, Diesels and Oils.
- Powder Fire Extinguishers - Highly versatile, for use on all above plus Electrical hazards, e.g. computers, switchgear.
- CO2 Fire Extinguishers - Particularly effective for electrical fires, plus Petrol, Diesels, Oils

## 6.5. Bombs and Bomb Warnings

### 6.5.1. Suspect Letter or Package

- Do not tamper with it.
- Place it in a protective container if available, but otherwise leave it alone.
- Evacuate the immediate area and adjacent offices/areas, and allow no-one in other than specialist disposal personnel.
- Inform the Company H & S Co-ordinator immediately, who will summon the Police and other assistance.

### 6.5.2. Bomb Warning on the Telephone

6.5.2.1. Notify the Company H & S Co-ordinator without delay.

6.5.2.2. At the same time, attempt to keep the caller talking and note down as much information as possible about both the suspect bomb and the caller, as follows:

- location of the device



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- how long before it is due to go off
- type of device and size
- reason for the device
- time the call was received
- accent and approximate age of the caller.

6.5.2.3. On receipt of a bomb warning switch off all radios and disconnect batteries.

6.5.2.4. Reception or Company H & S Co-ordinator should immediately inform the Fire Wardens.

6.5.2.5. The Fire Wardens should institute and supervise searches within office, and service areas, common parts, exit routes and the Assembly Area.

6.5.2.6. Everyone should stay within their office area and await instructions from their Fire Warden.

6.5.2.7. If the building has to be fully or partially evacuated, instructions, including the exit routes and Assembly Area to be used, will be passed via Fire Wardens.

6.5.2.8. Everyone should then quickly but quietly make their way outside the building, along the exit routes to the Assembly Area given, to answer the roll call and await instructions.

6.5.2.9. Everyone should be warned to keep clear of large areas of glass and, with this in mind, the Assembly Point will be located at the rear of the building on Surman Street.

## 6.6. Training

### 6.6.1. Fire Wardens

6.6.1.1. Evacuation of all employees and notification of the brigade in the event of fire is the primary solution. However, waste bin or other small fires can cause considerable damage prior to fire brigade arrival. Fire Wardens' training of responsible employees not only encourages good fire housekeeping practices and managed evacuations but also first aid fire fighting action with extinguishers and blankets. This can considerably reduce losses to the Company whilst not putting the Fire Wardens at undue risk.

### 6.6.2. Asbestos Awareness

6.6.2.1. All new architectural staff are required to undertake an Asbestos Awareness computer-based course prior to any site visit.

## 7. Review

This policy will be reviewed every year or following changes to the relevant legislation.

Revision	Note	By	Date
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-	First issue	KD	-
1	Grammatical corections	KD	01/09/2007
2	Subsidiaries noted, revisions moved to end of document, First Aiders amended to First Aid Appointed Persons, Reformatting, office mobile phone added	KD	6/11/2007
3	H+S Co-ordinator name updated, 1.44 removed	KD	09/04/2010
4	Change to Wiki format	KD	07/07/2014
5	Updated '5.4 SMOKING' to take account of e-cigarettes and vaping (Agreed at 25/02/15 Management Meeting)	KB	02/03/2015
6	Amended para 1.12 to outline procedure for consulting with staff on H&S matters.	KB	22/06/2015
7	Removal of Building Excellence Training Limited as a subsidiary. 1.11. Removal of requirement for staff to sign to confirm receipt of issue/revision to the Policy. 4.2. Addition of 'electronic' office diary. [NOTE: It has also been identified that Section 3 requires a re-write to cover CDM 2015 regulations - this does NOT form part of this iteration of the Policy but will be updated by the HandS Co-ordinator in due course].	KB	29/06/2015
8	Update from CDM 2007 to CDM 2015	DJD	27/11/2015
9	Add 5.11 Lone Working and 5.12 Young Persons Minor layout adjustments.	DJD	15/08/2016
10	1.12 Amend 'staff comments board' to 'staff forum' 1.24 Change revoked Construction (Head Protection) Regulations 1989 to PPE At Work Regs 1992 2.2 Remove requirement for a signed copy of the H&S Policy for each staff member 3.3, 3.4, 3.6 Update to note HSE document is published by CITB 5.9 Update addresses of Worcestershire Regulatory Services and Employment Medical Advisory Service	KB	20/09/2016
11	5.1 Update to local Police Station details 5.7 VDUs - update to frequency of eye testing 5.12 Young Workers - additional information stating young workers should not be left in the office alone 6.6 Asbestos Awareness training	KB	11/09/2017
12	5.13 Late working added	KD	16/10/2018
13	Reviewed - no changes.	JCM	30/09/2019
14	Format updated. Director responsible for H+S and H+S Co-ordinator updated. Review frequency added.	KD	03/05/2020
15	Reviewed - no changes.	JCM	07/04/2021
16	Reviewed - no changes.	JCM	05/04/2022
17	Reviewed - 1.4.2 Section reference corrected (7 to 6). 5.9 HSE fax no. replaced by telephone no. 6.1.1 Reference to fire book replaced by "Sharepoint/Health and Safety"	JCM	04/04/2023

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## Architects

18	Reviewed. 1.3.6 added. Section 3 rewritten to introduce Building Regulations requirements	KD	12/03/2024
19	Reviewed - Reference to DJD Construction Consultants Ltd removed. 3.2.2.1 Duplicate text removed. 5.3 Occupational Health rewritten. 6.4.2.2 Mainstay replaced by FirstPort Property Services.	JCM	04/04/2024