

HEALTH AND SAFETY POLICY

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AIMS

We recognise that our employees are a crucially important resource. Their safety and health receives the same degree of attention as our mainstream activities, which encompass quality, efficiency, and environmental and financial awareness. We also recognise our responsibilities for the health and safety of others who may be affected by our activities, and operate to OHSAS 18001: 2008. Our aim is to achieve a working environment which is free of work related accidents and ill health and to this end we will pursue continuing improvements from year to year.

UNDERTAKING

We hereby undertake to discharge our statutory duties by:-

- Identifying hazards in the workplaces, assessing the risks related to them and implementing appropriate preventive and protective measures. This includes COSHH. Collective Architecture has provided information on residual risks to all members of staff through our Safety Manual.
- To discharge our duties as designers under the Health and Safety at Work etc Act 1974 and the Construction (Design and Management) Regulations 2014.
- Endeavoring to prevent injury to all persons affected by the Practice's operations and damage to property.
- Ensuring that all levels of staff receive adequate and appropriate training. With CPD on CDM and general HSE matters are pursued diligently.
- Insisting that staff observe safe working practices in particular with any relevant safety legislation.
- Instigating proper reporting, investigation and costing of injury damage and loss to achieving a reduction in accident causes and trends.
- Providing and maintaining safe and healthy working conditions within offices and on visits to construction sites, taking account of statutory requirements. Ensure all staff visiting sites have current and valid CSCS cards.
- Ensuring that a record is maintained of any incidents that occur in our office premises or during a visit to a building site.
- A first aid kit and instructions are kept in an accessible place on the premises
- Furnishing the resources needed to meet these objectives.

RESPONSIBILITIES

The Practice has responsibility for:

- Providing and maintaining safe and healthy working conditions within the office taking account of statutory requirements.
- Maintaining a keen interest in health, safety and welfare matters relating to the company's various activities by consulting and involving staff wherever appropriate.
- Ensuring that each new start is provided with an induction on health and safety and is issued with the Safety Policy and manual. Staff are required to read the policy and sign confirmation of receipt.

The Staff have a responsibility and legal duty to co-operate with the policy.

- Complying with the health and safety policy, following recommended safety advice and guidelines.
- Promptly reporting incidents / hazards immediately as they are spotted.
- Assisting as necessary in the investigation of accidents.
- Complying with the fire escape drill conducted at regular intervals.

FIRE SAFETY

To protect the employee and all visitors using the premises the following policy shall be adopted and implemented:-

- No smoking will be allowed any where on the premises.
- A Fire Safety Plan is clearly visible on the premises.
- The Practice will ensure that escape routes are clear, that the fire alarm and fire extinguishers are regularly maintained and that fire procedures are implemented.
- For safety reasons and to avoid any confusion in the event of fire, each member of staff must leave details of his/her whereabouts when leaving the office. In addition should a member of staff be absent from work for whatever reason, he/she should notify the office before 9.30 a.m. on each day of absence.
- In the event of a fire the following fire procedures should be adopted:

If a fire is discovered: Raise the alarm immediately (call out "Fire" and break the glass on the alarm).

On hearing the alarm called: Go to the place of assembly via the nearest escape route.

Do not re-enter the building

PREMISES AND HOUSEKEEPING

It is the Practice's intention to maintain a safe office environment. To satisfy this, each individual employee will play his or her part in keeping the office tidy. This shall include

keeping all work surfaces tidy. Thereby reducing minor hazards, like spillages of hot beverages or similar being hidden and posing potential real danger.

- Lessen the risk of fire, deposit rubbish or flammable materials in the appropriate container.
- Keep all passage ways clear at all times and ensure that you have clear access to the means of escape.
- Avoid leaving things in the way that pose a hazard to fall over.
- Keep cupboard doors, drawers closed and move chairs and stools under desks or tables when not in use.
- Avoid lifting heavy loads unassisted.
- All members of staff have a responsibility for security when on the premises particular at normal working hours of 8.30 a.m. to 5.30 p.m.

ON SITE

- Protective clothing in the form of helmet, safety boots will be worn at all times when on site. Further equipment such as goggles and masks will be made available on an ad-hoc basis.
- Employees attention is drawn to the fact that building sites by their very nature are dangerous places.
- All employees shall inform the office when they intend to go on site, giving the duration, location of the visit and points of the work likely to be visited on site.

DESIGN RISK ASSESSMENTS AND QUALITY CONTROL

- All new projects have risk assessments at preplanning, building warrant and construction stages, this is signed off by a senior member of staff. A record is kept within the job file at Collective Architecture under section ISO 9001:2008.
- All hazards identified, will be eliminated or reduced.
- All information should be issued to the relevant parties about any residual risks.
- Inform and check the Client is aware of his duties .

MONITORING AND REVIEW

- The office health and safety policy is reviewed for every project by the project architect and practice health and safety officer. Any key revisions are disseminated during office meetings, minor revisions are included in a pro-forma that is available to all staff and stored on a central server.

- A registered and chartered architect oversees all projects.
- Further review of CDM matters is undertaken at monthly office meetings at which all staff are present. Any relevant issues are raised and discussed. This provides broad information dissemination throughout the practice for CDM issues.

ACCIDENT RECORDING, REVIEW AND MITIGATION

- In ten years of practice no RIDDOR reportable events have occurred. In the event of a RIDDOR reportable event occurring it would be recorded and investigated by the health and safety officer. Any recommendations resulting from this will be disseminated through the monthly office meeting. The records are also stored separately on a central server that all staff have access to.
- No enforcement action has been taken against the company. In the event of a enforcement action being undertaken it would be recorded and investigated by the health and safety officer. Any recommendations resulting from this will be disseminated through the monthly office meeting. The records are also stored separately on a central server that all staff have access to.

COMPETENCY ADVICE – CORPORATE/CDM

We are registered with RIBA Quality Management who ratify our quality management processes (including those related to CDM) and RIAS practice management who provide legal advice. We also make use of HSE advisory service when required for dedicated health and safety and more particularly CDM advice.

RECORD INFORMATION

Signed:  _____ Health and Safety Officer

Date: 24/02/16