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T	10.03.15	SB		Review
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## HEALTH & SAFETY IN THE WORKPLACE POLICY: STATEMENT

Our policy is to provide and maintain clean, safe and healthy working conditions, equipment and systems for all employees and others who regularly work here, and to provide the information, training and supervision required for implementing the policy.

Our practice has been organised on a co-operative basis since its inception and this extends to the implementation of our Health & Safety policy. In implementing this policy, our aim is not only to avoid accidents but also to encourage a creative and productive workplace. All workers have the responsibility to take reasonable care of themselves and others, and to achieve and maintain a healthy and safe workplace.

Arrangements for implementing the policy, including its organisational roles and split financial and resources management, are shared between the management teams – Welfare Team 5, Premises Team 3P and CPD Team.

We recognise and accept our legal obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, The Construction (Design and Management) Regulations 2015 and other relevant legislations.

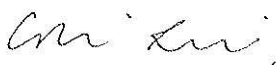
To ensure the health and welfare of all employees of the practice, we will take reasonable and practical steps to provide:

- an office that is safe for daily work and is kept clean and tidy for a healthy working environment
- safe equipment and systems of work
- arrangements for the safe use, handling, storage and movement of articles and substances
- the necessary information, training and supervision to ensure the health and safety of our employees
- safe access to and exit from the workplace
- regular advice, instruction and communication to the whole practice to ensure that all procedures of the policy are active, understood and reviewed accordingly.

This document is section 1.3.2a in our Office Handbook; it is kept in a digital version only and made accessible via our office intranet.

We will keep the policy up to date by reviewing it regularly in conjunction with monitoring new legislation at least once every six months, and a full assessment annually, following a risk assessment each summer.

The responsibility for co-ordinating this policy's procedures in our practice lies with the Health and Safety Officer who is our in-house 'competent person' who will seek further external advice when necessary.



Colin Rice  
 Practice Leader

Date: 16<sup>th</sup> March 2016  
 Last Review Date: 8th July 2015  
 Next Review Date: 10<sup>th</sup> January 2017

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## HEALTH & SAFETY IN THE WORKPLACE POLICY: GENERAL ARRANGEMENTS

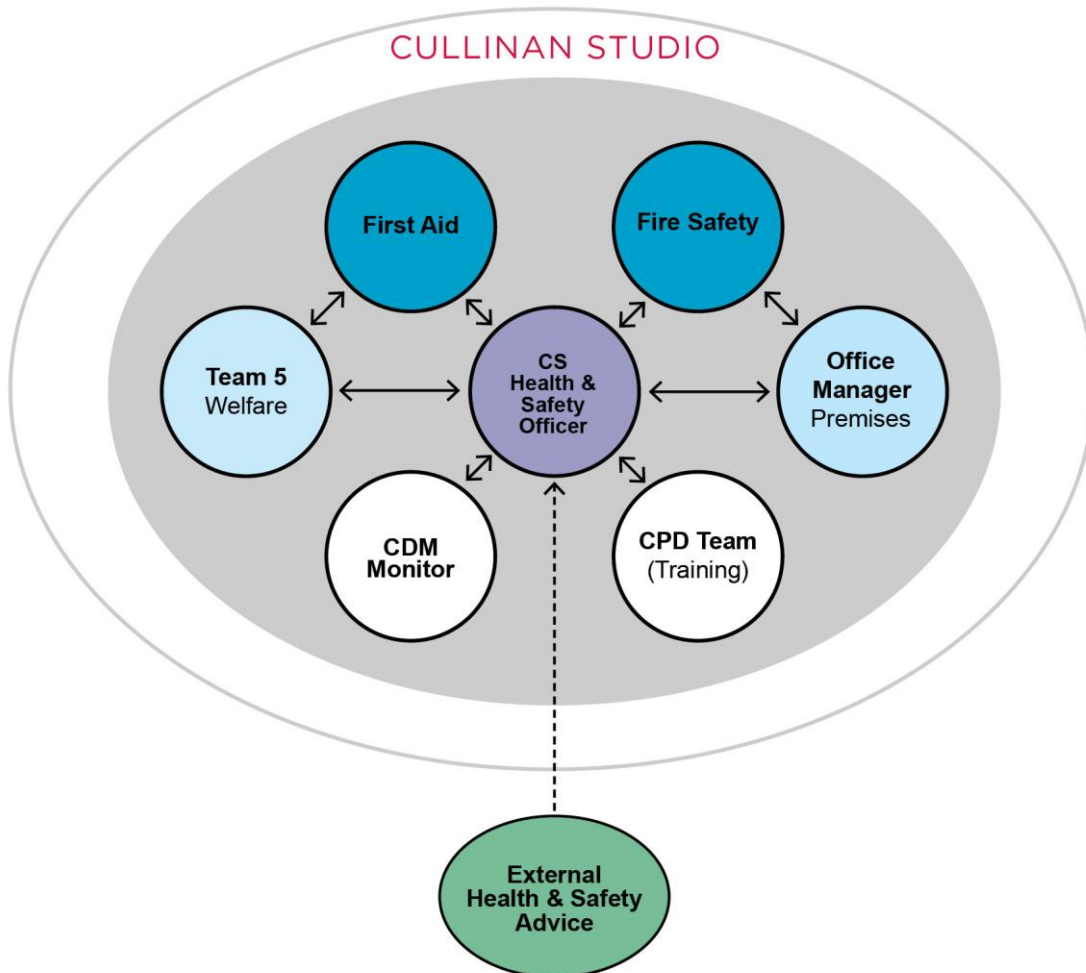
### 1. Organisation, Roles and Responsibilities

#### 1.1 Introduction to organisation and responsibilities at Cullinan Studio (Cullinans)

Fundamental to effective Health and Safety (H&S) management is having an organisation whose people are aware of their responsibilities, are competent to carry out the work that they are being employed to do and are actively involved in helping to implement effective H&S measures.

This section explains how this management takes place. It has been organised to show individual responsibilities and those of our internal management personnel responsible for both the health and the safety aspects of the policy.

#### 1.2 Health and Safety organisation at Cullinans



**1.3 Health and Safety roles at Cullinans**

<b>Health and Safety Officer</b>	<b>Michelle Killington</b>	
<b>Fire Marshal</b>	<b>Grainne Nestor</b>	Fire Marshal / Competent Person Seminar (March 2016)
<b>Deputy Fire Marshal</b>	<b>Chris Collins</b>	Fire Marshal / Competent Person Seminar (March 2016)
<b>First Aid Officers</b>	Kristina Roszynski Brendan Sexton	Emergency First Aid At Work (01/2016-01/2018) Emergency First Aid At Work (October 2014 - October 2016)
<b>DSE Monitor</b>	Allan Collins	
<b>CDM Monitor</b>	Colin Rice	Construction Study Centre 3 day course 'Becoming a CDM Co-ordinator under the CDM Regulations' (May 2011)
<b>Equipment and Machinery</b>	Office Manager + Admin Support / IT Team	

**1.4 Health and Safety responsibilities at Cullinans**

All Cullinan Studio directors have responsibility for H&S management with the H&S Officer leading on implementing the policy on behalf of the directors to:

- Ensure that sufficient resources are made available to manage H&S
- Review regularly the effectiveness of the systems to manage H&S

**1.4.1 Cullinans Health & Safety Officer**

The designated person is responsible for co-ordinating H&S procedures within the practice and will:

- report to the directors regularly on H&S performance at practice management meetings, directors' meetings and weekly Friday Lunches
- ensure that appropriate standards for H&S are set, maintained and monitored
- ensure that new staff are inducted in the practice's H&S standards
- liaise with individuals who have been given specific responsibilities with regard to the upkeep of the premises to ensure that premises issues are addressed promptly
- ensure that risk assessments for the premises are carried out regularly
- ensure that there are appropriate fire precaution measures and that they are properly maintained
- ensure that appropriate First Aid arrangements are in place
- ensure that the appropriate authorities are informed of any accident, disease or dangerous occurrence under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995
- ensure that the practice obtains appropriate H&S advice when required
- make arrangements to audit the H&S management system annually

**1.4.2 Health and welfare of our practice**

This responsibility is with the Welfare Team. The team will:

- ensure that the office is a healthy environment to work in
- monitor and record any health issues arising
- monitor the welfare of the practice including issues such as stress management
- monitor staff absences and address any health related problems

### 1.4.3 Safety in the running of our premises

This responsibility is with the Office Manager. They will:

- ensure that the appropriate information is displayed – fire signs, 'H&S info' poster etc.
- ensure that the electrical installation is checked annually, and inspected and tested every five years
- ensure that the heating system is checked annually
- ensure that fire precaution measures are properly maintained and that the necessary checks are carried out
- ensure that the premises are cleaned
- ensure that the premises are maintained in good repair
- ensure that all contractors engaged in building, repair, maintenance or cleaning work on behalf of Cullinans have made proper arrangements for H&S
- take other measures as necessary to ensure that risks posed by the building fabric are minimised

### 1.4.4 Equipment and IT

This responsibility is with the IT Team. The team will:

- ensure that all electrical equipment is regularly up-to-date with PAT testing. PAT testing took place in **March 2015** – it will not be required again until **April 2016**.

### 1.4.5 The individual

All individuals at Cullinans will:

- take appropriate care of their own H&S at work
- follow all H&S instructions given to them by appointed nominees and follow all appropriate rules
- not misuse anything that has been provided in the interest of H&S
- report anything that might present a danger to either themselves or others
- ensure that appropriate training / risk assessment has been undertaken for construction site visits and requirement for PPE equipment followed as necessary.
- ensure that all dangerous and hazardous supplies are disposed of in the recommended manner and all potentially hazardous equipment is stored adequately out of danger

## 1.5 Consultation and co-operation

Cullinans recognises the need for consultation and co-operation, and the involvement of its people to secure and maintain a safe and healthy workplace. We actively encourage our employees to highlight to us at any time any shortcomings, improvements or any other issues that they might have with regard to H&S; specific issues as they emerge can be raised at our weekly Friday lunches for consideration by the whole office. Alternatively, our Health and Safety Officer and the Welfare Team are available for individual consultations.

## 1.6 Insurance

Cullinan Studio has the following insurance policies, due for annual renewal on 31<sup>st</sup> October:

- Employers' liability
- Public and products liability
- Buildings insurance

NB. Individual travel insurance cover for business work/travel abroad is arranged as necessary.

## 2. Implementing the policy

### 2.1 Implementation

#### 2.1.1 Monitoring, audit and review

This policy is a working document that is presented for review, consultation and discussion. It is kept up to date at least every six months and annually following a full risk assessment and inspection every six months. It forms our H&S in the workplace requirement under the following legislations amongst the specific ones listed in the Appendix:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999

Responsibility for co-ordinating our H&S management lies with our H&S Officer, with the assistance and guidance of an external H&S adviser whenever necessary. This includes advice on our Safety Plan detailing areas where procedures, premises, training and management systems can be improved to be included in the policy update.

Internal consultations happen regularly at weekly meetings, bi-monthly team meetings and annual CPD training seminars. Employees are advised of changes to regulations or office policies at these sessions or via email notices. In turn, all employees are expected to bring to the notice of the H&S Officer any areas where the policy appears to be lacking or not being complied with.

Our people are regularly briefed on the policy and instructed to familiarise themselves with this information at the earliest opportunity upon employment. The policy is set out in the Office Handbook which can be accessed on our Intranet. The Risk Assessments are also filed together.

The Major Accident Book is kept with the first Aid Kit in the store room and the minor accident and incident book is at the Reception and, as regulated, the HSE Health and Safety Law poster is on prominent display on the ground floor, Postcard sized copies will also be issued during the New Starter Induction.

Details of further legislations related to each section of the policy are listed in section 1.3.2b of our Office Handbook.

#### 2.1.2 Training and CPD

All new employees receive induction training during their first week at work. It covers the immediate elements of H&S that apply to their employment including fire precautions, first aid arrangements, using computers and good housekeeping. Internal CPD training seminars throughout the year serve as refresher courses for existing employees. Attendance is recorded and those unable to attend are subsequently briefed. It is important that all workers are not only made aware of the H&S issues but also understand them and their responsibilities for them. Regular safety inspections (fire safety, DSE and CDM measures) are carried out by those within the H&S Team.

In addition, as part of architectural training, some of our people have specific training relating to construction, such as the role of the designer under the Construction (Design and Management) Regulations 2007.

The CPD Team regularly assesses the training needs of all staff related to their job roles. All training / CPD hours are recorded within our electronic timesheet system, and details are reviewed with individuals at annual appraisals and following completion of annual Personal Development Plan (PDP) forms. Possible training courses are then discussed and arranged according to individual needs. Those with specific H&S responsibilities receive particular training in these areas. It is important that we take into consideration:

- the appropriate refresher courses for existing employees, especially when new procedures in workplace regulations are implemented
- the needs of staff and their requirements to carry out their work to the best of their ability
- the need for any internal or external training

Access to our Office Handbook on the intranet is supplemented by current HSE booklets available for downloading as pdf documents.

In our Office Handbook, please refer to sections 1.2.4 on Training and CPD for the full policy and 1.2.10b for the Staff Induction Form.

To discuss our Training and CPD policy, please contact our CPD Team: Tel 020 7704 1975 / email [cpd@cullinanstudio.com](mailto:cpd@cullinanstudio.com)

Documents held in the office library and on our intranet are listed in section 1.3.2b of our Office Handbook.

### **2.1.3 Risk assessment**

We carry out risk assessments for the workplace as required by the Management of Health and Safety at Work Regulations 1999 and, as a result, put in place measures to reduce the H&S risks. These assessments also consider, where appropriate, requirements under other legislations such as the Control of Substances Hazardous to Health Regulations (1999) and the Manual Handling Operations Regulations 1992.

Assessments are carried out by our H&S Officer or a competent person. Under regulations, employees have a right to be consulted on safety arrangements and are informed of any changes made. These arrangements are kept under review to ensure that they cover all the hazards faced by the business and that the existing control measures are adequate.

Up-to-date risk assessment templates for the workplace, home workers, site visitors, expectant mothers, work experience placements and safe return to work (after accident or long-term illness) are contained in section 1.3.2b of our Office Handbook.

## **2.2 Emergencies**

### **2.2.1 Fire prevention**

This responsibility is with our Fire Marshal. We carry out a workplace fire risk assessment at regular intervals, and we monitor and review appropriate fire precautions, which are all detailed on the fire plan. Fire precautions are briefed to all our staff annually together and we display the appropriate fire signage.

Fire extinguishers, which are tested annually, are provided throughout the office.

We have appointed trained persons in the roles of Fire Marshal and Deputy Fire Marshal. Their responsibilities are:

- to instruct everyone in the basic use of the fire extinguishers
- to ensure a notice explaining procedures in the event of a fire is prominently displayed
- to carry out fire drills at regular intervals of 6 months
- to record any injuries or events in the Accident Book
- to report any major incident (see item 2.2.3)

In our Office Handbook, please refer to section 1.3.3 on Workplace Fire Safety for the full policy and risk assessment.

To discuss our Fire Safety policy, contact Sarah O'Regan on 020 7704 1975 / [sarah.oregan@cullinanstudio.com](mailto:sarah.oregan@cullinanstudio.com)

### **2.2.2 First Aid**

We have at least two members of staff trained as the appointed person in emergency First Aid whose responsibilities are:

- to provide and keep clean a First Aid box containing only First Aid material
- to ensure that the box contains guidance on the treatment of injured people
- to record any injuries or events in the Accident Book
- to report any major incident (see item 2.2.3)

**2.2.3 Accident reporting**

Reporting accidents is required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. It is the responsibility of the H&S Officer to ensure that RIDDOR requirements are met. Details of RIDDOR requirements are contained in section 1.3.2b of our Office Handbook.

TYPE OF INCIDENT	WHAT TO DO	RESPONSIBILITY
DEATH OR SERIOUS INCIDENT	Report to: Telephone: <b>0845 300 99 23</b>	H&S Officer/Welfare Team
DANGEROUS OCCURRENCE ('near miss')	Report via online <a href="http://www.hse.gov.uk/riddor/">www.hse.gov.uk/riddor/</a>	H&S Officer/Welfare Team
MINOR ACCIDENT	Record in accident book Internet: <a href="http://www.hse.gov.uk/riddor/">www.hse.gov.uk/riddor/</a>	Incident victim (First Aid Officer if the incident victim is unable to complete the report)

The Major Accident Book is kept by the first aid kit in the store room.

Where necessary, a formal investigation is required to review the cause and prevent future similar incidents.

**2.3 Practice Welfare**

**2.3.1 Absence management**

Notification of Sickness Leave should be promptly given to the office, ideally by 10am. It is the responsibility of the employee to ensure that the Office Manager or Admin Support Team is aware of the employee's absence. Once notified, the absence is logged in the Office Diary and all relevant colleagues are informed.

Absence is monitored by the Welfare Team and any issues with health and wellbeing is raised with the individual promptly and at annual appraisals as a check. The employee is required to provide a Fit Note after seven days of consecutive absence. All leave of absence is recorded by individuals on their timesheets throughout the year and will be reviewed for the annual appraisals.

In our Office Handbook, please refer to section 1.2.1a on Terms of Employment for our policy on Leave.

**2.3.2 Stress management**

As part of the welfare remit of the practice, the issues which can lead to stress in the workplace are given proper consideration. We recognise that pressure is inherent to the design industry and can help to keep us motivated and productive. However, excessive and sustained pressure can also lead to stress and undermine performance, causing discontent and possible illness.

As an employer, the practice has a duty of care to assess potential risks and hazards associated with the workplace; this includes stress and its associated pressures.

Following on from peer discussion group sessions with our employees in 2008, the practice prepared a Stress Management Policy. This policy explains the definitions of stress and policy guidelines (based on issues identified by the HSE) and identifies the responsibilities of management personnel as well as employees. It also provides a contact list for employees to access more information and professional guidance on the subject.

In our Office Handbook, please refer to section 1.2.13 on Stress Management Policy.

To discuss the policy, contact Welfare Director Wen Quek on 020 7704 1975 / [wen.quek@cullinastudio.com](mailto:wen.quek@cullinastudio.com)

**2.3.3 Pregnant women and new mothers**



As part of the requirement to carry out a workplace risk assessment, we will address any specific risks to pregnant women or new mothers returning to work.

When written notification of pregnancy is received, the H&S Officer will carry out a specific risk assessment for the pregnant employee's remaining time in the workplace before maternity leave. This is a personal risk assessment and is in addition to the requirement to carry out risk assessments for the workplace in general. If there is significant risk to the health and safety of a new or expectant mother, the practice will take the necessary measures to remove the risks. The risk assessment is regularly reviewed throughout pregnancy.

A risk assessment form for expectant or new mothers is contained in section 1.3.2b of our Office Handbook.

#### **2.3.4 Working from Home**

This can come about either as part of a regular flexible working arrangement, or as a one-off or temporary occurrence (e.g. outside office hours working, home working due to childcare needs, transport or weather disruptions). Such arrangements should be agreed beforehand with the Welfare Team whereby the implications of home working are clarified. The individual will be required to carry out a risk assessment with our H&S Officer to evaluate any potential risk posed by the individual's home environment to home working and agree any necessary control measures to be implemented by the individual.

A risk assessment form for Working from Home is contained in section 1.3.2b of our Office Handbook.

#### **2.3.5 Working Alone in the Office**

Lone working is permitted in the office where absolutely necessary. A risk assessment has been carried out by the OM in regards to Working Alone. The individual will need to ensure that both the front and back shutters are open as these are the only emergency exits. The individual will need to ensure that the building is correctly locked up when they leave. Working alone in the office past 10pm on a weekday and past 6pm on a weekend is very much discouraged, if it is completely necessary the OM and Project Director need to be informed.

#### **2.3.6 No Smoking policy**

We have a strict No Smoking policy throughout our premises in line with the Smoke-free (Premises and Enforcement) Regulations 2006.

#### **2.3.7 Food safety**

We provide a kitchen space for storing and preparing refreshments. Though food is not sold on or distributed from the premises, employees are made aware of basic hygiene for their own food preparation. It is the responsibility of all individuals to assist the cleaner to ensure that all food preparation areas are fit and safe for use.

Our Welfare Team, the Admin Support Team and those designated to prepare office refreshments are made aware of any personal allergies.

### **2.4 The Workplace**

#### **2.4.1 Maintaining the premises**

Our Premises Team is responsible for looking after particular areas of the premises which include:

- the management and welfare of our cleaner who generally works out of our normal office hours
- the premises are cleaned nightly by our cleaner, with a full clean scheduled every spring and autumn
- waste management – all waste is contained in designated areas throughout the premises and disposed of daily at 7pm for evening collections by our Waste Management contractor First Mile. All duty of care certificates and waste transfer notes are filled.
- the appropriate safety signs are displayed
- the electrical installation and heating system for the premises are periodically inspected and tested
- caution and guidance is taken when dealing with the gas boiler

We regularly consult with our tenants to ensure that shared premises issues are appropriately dealt with.

#### **2.4.2 Work equipment**

Our IT Team is responsible for ensuring that all equipment used by our employees is suitable and safe to use for carrying out their work. It will also be inspected and tested on a periodic basis, as appropriate, by a competent person. Items of electrical equipment are PAT tested, coordinated by our Office Manager.

All our employees are given the necessary training or instruction to use and maintain, where appropriate, the equipment safely. Work equipment will only be used by people who are competent to use it.

#### **2.4.3 Hazardous substances**

The type of work that we do does not generally involve the use of hazardous substances. However, when considering the purchase of a potentially hazardous product, we expressly look to see if there is a non-toxic, or environmentally-friendly alternative. Where this is not reasonably practicable, we will ensure that all hazardous substances are used in accordance with the Control of Substances Hazardous to Health Regulations (2002). This means that, before being used, any potentially hazardous substance will be assessed in the context of how it is intended to be used, so that all necessary control measures to enable it to be used safely are introduced.

All hazardous substances are stored in a clearly defined cupboard in the PlantRoom and clearly labelled on the Cleaner's shelves.

An up-to-date COSHH Assessment for all appropriate onsite substances is contained in section 1.3.2b of our Office Handbook.

#### **2.4.4 Display Screen Equipment (DSE) and computer use**

All DSE used by our employees meets the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. We assess all our workstations and provide our employees with information and instructions on how to use the equipment safely. We provide free annual eye tests. A VDU/DSE evaluation takes place as part of the employee induction process, with annual updates given as part of the CPD seminar in the first quarter of the year. The practice uses the HSE Guide VDU Checklist for all evaluations – VDU Workstation Checklist 2003. This is carried out during induction and a refresher check-up takes place annually following the H&S CPD seminar.

The DSE competent person monitors all personal equipment in use including the working order of all chairs and computer mice, the positioning of computer display screens and workstation lighting conditions.

We establish work routines with sufficient regular breaks to prevent the onset of fatigue – we recommend that employees take small breaks from their computer screen every 45 minutes. The office layout and routine are specifically set up to ensure that there are also regular breaks throughout the day for refreshments.

#### **2.4.5 Manual lifting and Working at Height**

The nature of our work means that manual handling is not a major part of what we do. However, we will continue to assess any manual handling that we do carry out and consequently introduce the necessary measures to reduce the risk of injury to employees. We provide a trolley for use, which is kept in the Plant Room..

Advice on manual handling is given during staff inductions and at the annual H&S CPD seminars. An induction DVD is available for demonstration or physical demonstration can also take place.

Some of the basic points to observe when lifting:

- always lift by bending and using the strength of one's legs and never bend one's back which should remain straight
- never carry more than what one considers one can manage
- always distribute the weight of the load one is carrying

- do not attempt to carry a load with one arm

Like all potential hazards, the best way to avoid manual handling injury is to avoid lifting altogether. Consider if a trolley can be used to transport the load instead. If there is no alternative to manual lifting, we should consider the following factors:

- the task
- the load
- the working environment
- the individual's capability

All working at height in the office centres on reaching at shelving units, and internal or external repairs. The office supplies full-length and short step ladders. All staff are reminded not to use stools or rotating chairs for working at height.

#### **2.4.6 Personal protective equipment (PPE)**

The nature of our work takes our employees onto construction sites where the wearing of PPE is required. We have arrangements in place to ensure that we either have our own or have access to the relevant PPE.

A box of equipment is located in the sample library area on the ground floor – it contains six site helmets (Jan 2016 expiry date), two pairs of protective footwear and four high visibility safety jackets.

### **2.5 Construction (Design & Management) Regulations 2015**

The nature of our service provision means that it mainly comes under the jurisdiction of CDM. We are aware of our duties as designers under these regulations and have procedures in place to ensure that we meet these requirements. Our CDM Monitors arrange an annual CDM regulations update for all architects as part of our internal office CPD seminar series.

In the Office Handbook, please refer to section 3.2.5 on Construction (Design & Management) Regulations. To discuss our CDM policy, contact Colin Rice on 020 7704 1975 / [colin.rice@cullinanstudio.com](mailto:colin.rice@cullinanstudio.com)

#### **2.5.1 Site Visits**

In the course of carrying out our professional services, we may be visiting sites or buildings to inspect existing conditions or construction work in progress. Prior to such visits, individuals should understand their H&S responsibilities and duty of care under CDM. H&S on a construction site is the main responsibility of the Main Contractor who should carry out a proper induction for first time visitors prior to them entering the site compound.

As our own preparation for a construction site visit, we recommend, as a reminder, viewing of our Site Safety Powerpoint presentation available on the Information Database. We also recommend that, before a first time site visit, the Project Architect acting on behalf of the design team, carry out our basic risk assessment on the potential risks of visiting a particular site and any control measures required. When young persons visit construction sites as part of their work experience with us, the site risk assessment must be carried out beforehand by the relevant project team member supervising the visit.

A risk assessment form for Site Visits is contained in section 1.3.2b of our Office Handbook.

### **2.6 Contractors and Temporary staff**

#### **2.6.1 Contractors, Sub-Contractors and Consultants**

When we use contractors (for maintenance work) and sub-contractors or consultants (for project work), we check that they have the appropriate arrangements for health and safety to ensure that they do not put themselves, our staff or anybody else at risk whilst working on our behalf.

These measures are reviewed as part of our ISO 9001 and ISO 14001 procedures by the Quality Manager and Office Environmental Manager respectively.

### **2.6.2 Architectural and cleaning staff**

When we employ contract staff, we consider them as our own staff from a health and safety viewpoint, which includes all training and induction procedures.

### **2.6.3 Work experience placements for young persons**

We promote a work placement scheme which offers young persons experience of working in a professional practice. Two placements are normally offered each summer to those at Key Stage 4 level (age 15).

Due to their unfamiliarity with an office environment, it is important to assess the risks involved in their participation and take account for their relative inexperience and lack of awareness of existing or potential risks. By law, we complete a basic risk assessment of their placement in the office and inform any parents /guardian /school of the key issues before the young person arrives.

The Office Manager will conduct an induction on their first day in the office which will deal with all reasonably foreseeable safety hazards and ensure that they receive adequate supervision throughout their placement. They will be made aware of all H&S procedures in the workplace, with particular emphasis on:

- the layout of the office, where they will work and who they will be assisted by
- what equipment they will use and any training necessary
- instruction on any risks in the office

A Young Person / Work Experience Risk Assessment Form is contained in section 1.3.2b of our Office Handbook.