

**HEALTH AND SAFETY AT WORK ETC ACT 1974  
THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

**THE HEALTH AND SAFETY POLICY OF:**

LDN Architects llp  
57-59 Bread Street  
Edinburgh  
EH3 9AH

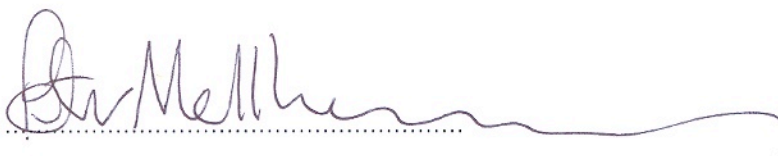
LDN Architects llp  
29 St Leonard's Road  
Forres  
IV36 1EN

**SECTION A  
GENERAL STATEMENT OF POLICY**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of visitors to our office, and to other people who may be affected by our activities.

The allocation of duties for health and safety issues and the particular arrangements which we make to implement the policy can be found within our Health & Safety Policy document.

The policy will be kept up to date, particularly if the business changes its nature and size. To ensure this, the policy, and the way in which it has operated, will be reviewed every year.

Signed 

PETER MCILHENNY  
..... Partner

Date February 2011.....

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## SECTION A - GENERAL STATEMENT OF POLICY

### 1.00 RESPONSIBILITIES

#### 1.1. MANAGEMENT

The Partners have overall and final responsibility for health and safety in the practice. The Partner with executive responsibility for health and safety matters is:  
PETER MCILHENNY

#### 1.2. HEALTH & SAFETY OFFICERS:

The Management of Health & Safety at Work regulations require that a 'competent person' be appointed by the business to ensure that measures needed to comply with safety legislation are in place and regularly reviewed. The Partners have appointed the following employees to carry out this function in each of our offices:

DEREK THORBURN

Will assist in implementing this policy at 57-59 Bread Street, Edinburgh.

RHONA GOMEZ

Will assist in implementing this policy at 29 St Leonard's Road, Forres.

All aspects of health and safety are the responsibility of the Partners of the firm and will be administered by them with the assistance of the health and safety officers within each office. This will include:

- Monitoring health and safety legislation and reviewing the practice policy regularly
- Ensuring key information regarding health and safety is disseminated to all members of staff, and carrying out health and safety inductions with new members of staff
- Risk assessments
- Safety training
- Carrying out safety inspections, and ensuring fire action and health and safety notices are properly displayed
- Investigating accidents and reporting these when appropriate
- Ensuring suitable protective equipment is available to employees
- Ensuring equipment is properly maintained

#### 1.3. EMPLOYEES

When involved in working activities, all employees have the responsibility to:

- Comply with the practice health and safety policy both within the workplace and when on business outwith the office
- Co-operate with the above named supervisors to achieve a healthy and safe work place
- Take reasonable care of themselves and others
- Advise the appropriate health and safety officer when they notice a hazard or health and safety problem
- When on site comply fully with the standards of the operator of the site

The practice has no responsibility for actions of employees when not involved in working activities.

Consultation between the Partners and the employees is provided by/via the Health and Safety Officers.

## SECTION B - GENERAL ARRANGEMENTS

### 2.00 ACCIDENTS

#### 2.1 Risk Assessments

The practice has carried out the following risk assessment which are available to all employees and which will be reviewed on an annual basis.

- Working environment at 57-59 Bread Street, Edinburgh
- Working environment at 29 St Leonards Road, Forres
- Working on site
- Manual Handling
- Display Screen Equipment
- Maternity workers

#### 2.2 Accidents and First Aid

2.2.1. A fully provisioned first aid box is available in each office, and hot and cold running water is provided in the toilets and kitchens.

2.2.2 The first aid officers are ROSS CRICHTON in Edinburgh and GILLIAN MACKENZIE and IAN FRASER in Forres both of whom have attended basic one-day first aid training courses. They will be responsible for ensuring the first aid box is kept adequately supplied.

2.2.3. All employees should acquaint themselves with the instructions relevant to first aid, and in particular, those relating to artificial respiration, bleeding and unconsciousness. *The practice will periodically arrange for demonstrations of simple first aid techniques.*

2.2.4 The accident book is kept by ALISON MANSON in Edinburgh and GILLIAN MACKENZIE in Forres. All accidents must be reported to the appropriate Health and Safety Officer and recorded in the Accident book.

2.2.5 The accident book will be reviewed at quarterly health and safety meetings.

2.2.6 When an accident has occurred (i.e. non-reportable), the Health & Safety Officer must investigate and instigate appropriate action to avoid this happening again in future.

2.2.7. Some injuries, diseases and dangerous occurrences, must be reported to the local Health & Safety Inspector. The Health & Safety Officers have full details of these, please refer to them if you require specific information.

2.2.8 'REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS' require the business to report immediately by telephone to HSE, if as a result of, or in connection with our work, someone dies, receives a major injury, or is seriously affected by electric shock, poisoning etc. and/or there is a dangerous occurrence ie. a 'near miss'. Confirmation in writing is also required within seven days of the above occurrences, or, if the injury stops anyone from doing their job for more than three days.

This action will be taken by the Health & Safety Officers.

## 3.00 FIRE SAFETY

### 3.01 Edinburgh office:

3.1.1 In the Edinburgh office, Buro Happold, who are the *in situ* landlords, have overall responsibility for fire safety in the building.

3.1.2 All members of LDN will ensure that they are conversant with Buro Happold's fire safety procedures and that they comply with these. A copy of the procedures can be found on the Edinburgh Admin server.

3.1.3 PARTNERSHIP SECRETARY will be responsible for ensuring that new members of staff are inducted in the Buro Happold fire safety procedures.

3.1.4 Buro Happold Fire Safety Officers will ensure that:

- Escape routes are kept clear at all times.
- Fire extinguishers are checked regularly, and recorded accordingly, by the maintenance Company
- The fire alarm is tested at 11.00 am each Tuesday and recorded with any comments.

### 3.02 Forres office:

3.2.1 In Forres, the fire alarm is tested 2pm each Friday and the results recorded with any comments.

NB In the absence of RHONA GOMEZ, then BRIAN JAMES will carry out the test, recording, etc.

3.2.2 Full fire alarm testing and fire drill is held at unspecified times.

3.2.3 All LDN Partners and employees will be conversant with fire procedures, and will be aware of the fire precautions/action/escape notices posted within the building.

3.2.4 RHONA GOMEZ will be responsible for ensuring new members of staff are advised of fire safety procedures.

## 4.00 ADVICE AND CONSULTANCY

4.01 The local Health and Safety inspectors offices and telephone nos. in Edinburgh and Forres are:

City of Edinburgh Council  
Environmental & Consumer Services  
Chesser House  
500 Gorgie Road  
EDINBURGH  
EH11 3XJ

Technical and Leisure Services  
Environmental Protection  
The Moray Council  
High Street  
ELGIN  
Moray

Telephone: 0131 469 5786

Telephone: 01343 543 451

4.02 Health and Safety Executive Area Office  
(Scotland East)  
Belford House  
59 Belford Road  
Edinburgh  
EH4 3UE

Health and Safety Executive Area Office  
Longman House  
28 Longman Road  
Inverness  
IV1 1SF

Telephone: 0131 247 2000

Telephone: 01463 718 101

4.03 Medical consultancy with a practitioner will normally be with the employee's own doctor.

## 5.00 TRAINING

5.01 When any new member of staff is employed in Edinburgh, the PARTNERSHIP SECRETARY will be responsible for ensuring that all particulars relevant to Health & Safety are issued to that new member and that training is given in the correct use of office equipment.

When any new member of staff is employed in Forres, RHONA GOMEZ will be responsible for ensuring that all particulars relevant to Health & Safety are issued to that new member.

5.02 Training relating to the CDM Regulations will be given to new members of technical staff by DEREK THORBURN in Edinburgh and RHONA GOMEZ in Forres.

## 6.00 CONTRACTORS AND VISITORS

- 6.01 All Contractors, cleaners, maintenance operatives, etc carrying out work within premises occupied by LDN Architects, will be subject to the current health and safety policy requirements.
- 6.02 While these operatives may have particular rules of their employers to which they may have to conform, these rules will be in addition to those stated in our policy.
- 6.03 The same ruling will apply to all self employed operatives employed to carry out work within our premises.
- 6.04 The following criteria and rules will apply to all outside contractors prior to carrying out any work in our premises:
- They will be acquainted with our office Health and Safety policy requirements and comply with same.
  - They will advise us of any hazards or risks which could arise in the execution of their operations.
  - They will satisfy themselves that no hazard or risk exists to them from our working procedures/environment.
  - They will furnish us, in writing, with any specific requirements they may deem necessary from ourselves to carry out their task safely and without risk.
  - Particular information/instruction will be given to outside contractors in respect of fire and escape procedures.
  - All contractors and visitors to report to reception and sign visitor's book.
- 6.05 Visitors to both offices will formally sign in using the visitors book kept at reception; and no visitor will be left unattended longer than is necessary in any part of the office at any time.

## SECTION C – RISK ASSESSMENTS AND HAZARDS

### 7.00 HOUSEKEEPING AND PREMISES

This section of the health and safety policy should be read in conjunction with relevant risk assessments for each workplace/aspect of working practice

#### 7.01 *Cleanliness*

- All parts of office premises will be cleaned daily including all furniture and fitments etc.
- A rolling programme of re-decoration and general maintenance is practised by each office.
- No scraps of food should be left lying around - use the bins or composter provided in the kitchen

#### 7.02 *Waste Disposal*

- General rubbish, waste paper etc. will be bagged and removed from the premises in compliance with the practice's environmental policy.

#### 7.03 *Safe Stacking and Storage*

- Stack/store all files, boxes, drawings etc. only in the cupboards, filing cabinets or on the shelving provided for this purpose.
- Stack files etc. evenly and orderly so that they form a bond with each other.
- Do not leave any part of any item projecting into any walkway at any time.
- Ensure craft knives, razor blades etc are safely stored.

#### 7.04 *Clearways*

- Keep all corridors, stairwells and exits from the offices clear from obstruction at all times.
- Emergency routes and fire exits are clearly marked and these must NEVER be obstructed
- Report any damage to floors or floor coverings which could cause a potential trip hazard to the safety officer immediately
- Clear entrance steps and adjacent footpath of snow and ice during severe winter weather.

#### 7.05 *Equipment: Ladders*

##### *Edinburgh*

- A four section aluminium ladder is provided for easy transport for surveys etc.
- This ladder is regularly inspected by the office Safety Officer for soundness.
- Any damage caused to the ladder when in use should be reported immediately.

##### *Forres*

- Ladders are kept in the garage.

#### 7.06 *Special Access (Forres)*

- Keys to roof access are kept in the general office
- No unauthorised access will be allowed to external roof area.

#### 7.07 *Electricity*

- The office electrical installation will be checked periodically by an electrical contractor qualified for this purpose.
- All portable electrical appliances and electrical sockets will be inspected periodically by a competent contractor
- Employees will not be permitted to bring personal portable electrical appliances into the office without prior approval of the Health and Safety officer. Any such appliances would also be subject to regular testing.
- Damage to plugs or cables should be reported immediately to the Health & Safety Officers.
- Extension leads should normally not be required but, if and when they are, they shall not be left trailing where they are liable to obstruct foot traffic.
- Portable equipment such as computers etc. will be disconnected at the mains prior to moving.
- All electrical equipment, with the exception of computers and printers shall be switched off at the end of each day's work.
- All office equipment will be subject to periodic maintenance by, and in accordance with, the manufacturers recommendations.

#### 7.08 *Machinery/Plant*

- The central heating boilers will not be adjusted, or in any way interfered with by any employee.
- All work by way of maintenance, repair etc. shall be carried out by a qualified heating engineer

#### 7.09 *Dangerous Substances*

- While no employee should have reason to use dangerous substances as such, instructions should be followed when using even fluids such as correction fluids and inks.
- All office cleaning materials are kept in the cleaners' cupboard and should be used by them only as authorised cleaning personnel.
- No smoking is allowed within the office premises.
- No new office equipment will be used initially until it has been determined what, if any, substances require to be used in its performance.

#### 7.10 DSE (Display Screen Equipment)

- Use of DSE is a requirement of the job as comparable results cannot be achieved by alternative means.
- Employees will normally use DSE for continuous spells of one hour or more
- The practice will ensure that workstations provided for employees meet the minimum HSE Guidance to the Regulations.
- Employees must ensure that they follow guidelines and training for the use of DSE to minimise the potential risk to health.
- Employees will be eligible for free eyesight tests as set out in the Regulations

#### 7.11 *Manual Handling*

- The practice aims to minimise potential risk to employees through manual handling through risk assessment and training of relevant staff; by provision of suitable equipment for movement of loads round the building; and through employment of professional removers when appropriate.
- Employees should refer to the manual handling risk assessment and should never attempt manual handling where they run a potential risk of injury.

## 7.12 *Emergency Call-Out Numbers*

- There are formal locking-up procedures for both offices. Members of staff should ensure they are properly familiar with these, and they that have a note of emergency call-out numbers in their diary or mobile phones

## 8.00 OCCUPATIONAL HEALTH AND HYGENE

### 8.1 Medical Health

- The Partners may require an employee to attend a medical practitioner of their choice when necessary.
- New employees will be required to disclose any pre-existing medical condition when they join the practice.
- Any employee who has a concern about a potential work-related health issue should speak to a Partner or the Partnership Secretary
- All medical records will be strictly confidential and only the Partners and Partnership Secretary will have access to this information. Confidential medical information will be locked away or only accessible on-line through a confidential password.
- Where an employee is returning to work after long-term sickness absence, the Partners or Partnership Secretary will require to interview the person and may request medical evidence that the employee is fit for return to work.

### 8.2 General Hygiene

- Partners and employees will be expected to maintain a good standard of personal hygiene.
- Partners and employees will be expected to comply with general guidelines issued by HSE or the Government in the event of a pandemic or other general health hazard.

### 8.3 Maternity

- Expectant mothers should notify a Partner or the Partnership Secretary as soon as their pregnancy is confirmed.
- A Risk assessment for expectant mothers has been carried out and this will be reviewed whenever an employee advises of a pregnancy.

### 8.4 Individual Behaviour

Any individual whose behaviour represents a threat to the well-being of others in the office will immediately be removed from the premises.

## 9.00 SITE VISITS

9.01 Periodically, it is necessary for members of staff to visit sites where construction work is in progress, or to carry out survey work at what may be an empty building.

Ultimately individuals are responsible for their own safety and Partners and employees should take note of the following guidelines prior to visiting a site

### 9.02 Travelling to site

- In carrying out the practice's business individuals are expected to drive safely and within the law, e.g. do not speed or use mobile phones whilst driving. Please refer to the Driver's Handbook appended to this policy.
- You will carry a first aid kit with you in the car - collect from support staff.
- You will advise front office staff of approximate times of travel

### 9.03 *Construction Sites*

- You will not be required to visit sites, or areas of sites, where it is suspected that danger or contamination could arise.
- You will not visit a site without first ascertaining that an asbestos register exists and you have taken note of its contents.
- You will report on arrival on site to the site manager and again to him on departure.
- The contractor has overall responsibility for health and safety on site: you will comply with all health and safety regulations stipulated by the contractor when visiting a construction site.
- You will be provided with, and wear at all times while on site, a construction helmet (in date) and proper protective footwear, ie having steel toe caps and mid sole.
- Where required, protective clothing, eye protection, ear protection and respiratory protection will be provided.
- You will not make use of any scaffolding, ladders and the like, without first having established that it is safe to do so from the site operator.
- You will not touch or in any way interfere with site equipment, electrics, plant etc. under any circumstances.
- You will report to the site manager any occurrences of what you consider to be a health and safety hazard by way of dangerous occurrences, contamination, etc. and demand immediate action to remedy same.

## 9.04 *Building Surveys*

The following *additional* guidelines will apply:

- You will not visit unattended sites alone.
- On booking out of the office, you will note an estimated time of return and contact the office if for any reason you are delayed. Appropriate action will be taken if member of staff has neither returned to the office, nor called in by the estimated time of return.
- You will obtain clearance confirming that no danger or risk of contamination exists from the site. Check that an asbestos register exists for the site and note its implications. Do not visit a site where no register exists.
- You will not interfere in any way with any existing plant, equipment etc.
- You will not make use of electrical power without having appropriate clearance beforehand.
- You will use only equipment e.g.. ladders provided by this office, unless the owner can confirm that existing ladders etc. are serviceable and safe to use.
- You will not take any risks in any part of the building - you will report that certain areas are inaccessible if you are in any doubt.
- Particular care must be taken when working within roof spaces and dilapidated/derelict/empty/abandoned buildings.
- Always carry a mobile telephone when on survey work and advise the office when you are leaving site.

## 9.05 *Client Health and Safety Requirements*

- Ensure you are fully aware and comply with client rules and requirements with regard to Health & Safety when visiting a Client office or building.

LDN Architects llp  
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EH3 9AH