



HEALTH AND SAFETY POLICY STATEMENT

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1.0 INTRODUCTION

REVIEW dated: 05 December 2018

1.1 **Cantoo Ltd** started trading in August 2005. Hereafter referred to as Cantoo.

1.2 We are a small practice but we still take health and safety seriously. We take steps to ensure that staff and members of the public are not injured or suffer ill health.

1.3 Overall responsibility for health and safety lies with the Directors.

1.4 According to the Health and Safety Executive, 156,000 non-fatal workplace injuries are reported annually, and 2.3 million suffer from ill-health caused or made worse by work.

1.5 Our policy is to review our working practices and policy at six monthly intervals. Generally we do this in Autumn and Spring. The last review of this policy is noted at the foot of each page.

2.0 Duties of Cantoo

2.1 **Cantoo** shall safeguard so far as is reasonably practicable the health safety and welfare of members of staff, sub consultants and members of the public arising from work activities. This includes placement students, co-consultants and individuals working on a formal, contractual basis and applies in particular to the provision and maintenance of safe systems of work and equipment. It is **Cantoo** policy to prevent accidents and cases of work-related ill-health.

2.2 All storage and transport arrangements are kept under review. **Cantoo** will provide a safe place of work and information, instruction, adequate training and supervision of employees.

2.3 Welfare facilities and arrangements shall be informal and appropriate to each member of staff. Employees will be consulted on matters affecting health and safety periodically and when the Policy is reviewed.

2.4 Duties of Employees

2.4.1 **All** employees (including those employed as freelance staff and placement students) are required *to read this policy* and any attendant guidelines and take all reasonable care to avoid injury to themselves or to others in the course of their work.

2.4.2 Employees must not interfere with or misuse anything provided to protect their health, safety and welfare.

3.0 EMERGENCY PROCEDURES

3.1 FIRE

In the event of a fire at the office, personnel should follow the evacuation procedure using the designated exits. The admin office building is fitted with smoke alarms and fire fighting equipment including extinguishers and a fire blanket.

3.2 Equipment is located:

Near the rear door to the exit.

3.3 If a fire is discovered or suspected:

Sound the alarm.

Summon the fire brigade.

Attack the fire with the nearest equipment.

Leave the building by the nearest exit.

Do not re-enter the building until told by the fire brigade that it is safe to do so.

3.4 FIRST AID

Carry out first aid procedures as required.

Hospital:

The nearest hospital to the **Cantoo** office location is Warwick Accident & Emergency. Lakin Road, Warwick CV34 5BW

Travel time is approximately 20 minutes. Alternative facilities are available at University Hospital Emergency Department, Coventry , some 45 minutes away. Clifford Bridge Road, Coventry, West Midlands, CV2 2DX

4.0 REPORTING

4.1 REPORTING – ACCIDENTS AND DANGEROUS INCIDENTS

All accidents and site incidents are to be reported to the Directors.

4.2 REPORTING – MINOR INJURIES AND ACCIDENTS

All minor incidents and accidents are to be reported to the Directors.

5.0 SAFETY WITHIN THE OFFICE.

5.1 VISUAL DISPLAY UNITS AND COMPUTER WORK

The use of a computer VDU can give rise to back problems, RSI or other musculo-skeletal disorders.

5.2 These can be caused by poor design of work-stations and poor chairs, insufficient space and not taking regular breaks.

5.3 Employees are to familiarise themselves with the HSE booklet **INDG36 Working with VDUs**

5.4 This is available as a pdf file and is loaded onto the practice computer system and backup drives. The correct sitting position is important and staff are to ensure that they take regular breaks while working and that displays are correctly adjusted for their needs and comfort. Reference: HSE booklet 'Working with VDUs INDG36 (rev2)'.

5.2 TRIP HAZARD Slips and trips are a common cause of workplace injuries. Staff are to ensure that electrical cables are stored out of the way of passageways. All cables to the rear of electrical devices are to be wall- mounted onto backboards so they do not trail on the floor.

5.3 SHARPS

Sharp instruments are used less often with computer drafting but there may occasionally be a need to produce hand drawings or models. Ensure that these are used carefully and stored in the allocated locations within desk drawers.

6.0 SAFETY ON SITE AND WHEN TRAVELLING

6.1 Safety on the road is of paramount importance. It is company policy to avoid travelling in busy periods wherever practicable. Allow adequate travelling time to

meetings and site and to meetings and appointments. Make allowance for likely traffic effects and delays, and weather conditions.

6.2 Ensure vehicles contain adequate fuel and water, and that maintenance checks have been carried out. Plan longer journeys more carefully. During long car journeys (over 90 minutes travelling time) ensure that break times are included in time planning. Vehicles are fitted with First Aid packs, de-misting and de-icing equipment.

6.3 Refer to Appendix 1 'Getting to and from Site Safely' as an action checklist.

Note that on occasion onsite work may be protracted, and involve overnight stays or exposure to conditions that are much more severe than local to the office.

7.0 GUIDELINES FOR SPECIFIC TYPES OF SITE WORK

7.1 PROVISION OF PERSONAL PROTECTON EQUIPMENT (PPE)

Cantoo will provide all necessary personal protective equipment and site gear in good condition. Check site gear prior to departure. Any problems or deficiencies found with site gear should be reported to the Directors so that they can be made good straightaway.

7.2 CONSTRUCTION SITES

When working on construction sites, ensure familiarity with site health and safety procedures and requirements.

7.3 SITE RISK ASSESSMENT

Brownfield and post-industrial sites can present different challenges and these types of sites are frequently located in urban areas.

7.4 Make a risk assessment of the site prior to proceeding and enquire as to the nature of the site from the owner or others familiar with it to identify potential hazards. Ensure that work is carried out in pairs wherever possible and especially if work is to be carried out during non-daylight hours.

7.5 Ensure that a contact in the office or studio knows where the site is that you are going to, your expected timings for arrival and return and what staff movements are likely to be. Arrange a check-in time so that any absence can be noted and action taken. Keep mobile telephones charged and topped up with adequate call time and switched on wherever practicable and safe to do so.

7.6 WORKING IN SCHOOLS & COMMUNITY CENTRES

Plan your journey in advance and allow enough time to arrive on time without rushing. Consider journeying the day before to avoid hazardous driving because of lateness. Make suitable arrangements with the school (or Community Centre) and identify who your main contact will be. Prepare in advance relevant CRB documentation to present to the school (or Community Centre) on arrival. If workshops are being undertaken liaise with school staff and prepare relevant risk assessments and session plans.

8.0 DESIGNING SAFELY

8.1 The Construction Design and Management Regulations (2007 and revisions) Approved Code of Practice require designers working on certain types of construction project to design so that the project can be implemented and managed safely.

The following extracts from CDM2007 (pp29-35) include that Designers should:

- (a) make sure that they are competent and adequately resourced to address the health and safety issues likely to be involved in the design;
- (b) check that clients are aware of their duties;
- (c) When carrying out design work, avoid foreseeable risks to those involved in the construction and future use of the structure, and in doing so, they should eliminate hazards (so far as is reasonably practicable, taking account of other design considerations) and reduce risk associated with those hazards which remain;
- (d) provide adequate information about any significant risks associated with the design;
- (e) co-ordinate their work with that of others in order to improve the way in which risks are managed and controlled.

In carrying out these duties, designers will consider the hazards and risks to those who:

- (a) carry out construction work including demolition;
- (b) clean any window or transparent or translucent wall, ceiling or roof in or on a structure or maintain the permanent fixtures and fittings;

- (c) use a structure designed as a place of work;
- (d) may be affected by such work, for example customers or the general public.

When do these duties apply?

These duties apply whenever designs are prepared which may be used in construction work in Great Britain. This includes concept design, competitions, bids for grants, modifications of existing designs and relevant work carried out as part of feasibility studies. It does not matter whether or not planning permission or funds have been secured; the project is notifiable or high-risk; or the client is a domestic client.

The duty to inform is aimed at the designer who has the initial or main contact with the client. Other designers need take no action unless they have reason to suspect that clients are not aware of their duties.

Making clients aware of their responsibilities

Designers are often the first point of contact for a client, and CDM2007 requires them to check that clients are aware of their duties under the Regulations.

8.2 At **Cantoo** we undertake to ensure that interiors and artworks are designed to be safe, to be safely installed and to be safely managed in the longer term.

8.3 In designing schools, hospitals and public space, we have special responsibility where activities such as children's play, access for less-able bodied people, the mentally ill and the elderly are likely. Since we design inclusively, it should be assumed that a range of user groups would use or interact with our spaces or artworks and we design accordingly.

8.4 Procedures within **Cantoo** have been adopted to ensure that this is the case, including a specific set of forms to identify, assess and wherever practicable design out potentially hazardous operations, and reduce risk to manageable proportions.

8.5 Projects are also routinely appraised to review how well the scheme works and how easy and safe it is to both use and maintain.

APPENDIX 1 GETTING TO AND FROM SITE SAFELY

A. Where is the site?

A1 Get the site address, details (such as room or building numbers) and phone number. If it's an office meeting, get the receptionist's number.

A2 Find out a location where can you get out of the weather and park safely. Use a forecast and consider weather conditions and likely extremes. Assess what effects heat, wind, cold and ice will have.

A3 Consider the time of year - and day length - when will it become dark.

B. Getting there safely and with adequate time

B1 FUEL the vehicle and check tyres, water, oil and washer fluid.

B2 Make sure lights AND WINDOWS are cleaned and free from ice or snow.

B3 Check any travel tickets. Ensure you have adequate money for fares, taxi, food.

B4 Check over night accommodation arrangements, including locations, parking, 'phone numbers and payment method.

B5 Ensure that all vehicles are fully capable and insured to carry out the work.

C. Access to the site

C1 Confirm site ownership and access – is it open? How do you get in and out? Do you need permission?

C2 Ensure you understand confidentiality issues and how to respond to enquiries from the public.

C3 Confirm parking arrangements (especially for urban sites and meetings).

C4 When meeting an individual confirm a PRECISE MEETING POINT. Ideally this should be a place that is sheltered with convenient access. Small cafes work well.

C5 Obtain a mobile number and name(s) of site agent or client contact(s)

D. Safety on site

D1 Wear your PPE at all times

D2 Assess the hazards on or near the site. Request an induction if necessary from site personnel.

D3 Assess what might be the hazards in the general area.

D4 Is any aspect of the site confidential? What do the locals know? (See C2 above). Some local people might not regard the prospect of sites being

developed as favourable.

E. Safe site working equipment.

E1 Mobile phone – make sure it's charged and with adequate calling credit.

E2 Call in to ensure **Cantoo** office knows where you are, whom you are meeting and expected timings.

E3 Take spare thick socks, gloves (thin gloves for warm hands or working gloves for site). Gloves are **required** on construction sites. You may have to make notes on site – ensure that your gloves allow this.

E4 A site hard helmet is essential for construction sites, and ear protection possibly.

E5 Luminous ('high visibility') lightweight site vest ('tabbard'), is essential for construction sites.

E6 Sunglasses, sun cream, sun hat (for glare and hot conditions).

E7 Rucksack and/or site briefcase containing: Waterproof jacket and suitable work trousers. Food and drink - flask or cold drink – water bottle. Emergency food might include high-energy bars like chocolate. Money for parking and food.

E8 Effective data capture might require:

Clipboard and rubber bands (for windy conditions) , Propelling pencil and spare leads with rubber. Additional coloured pens. Scale rule, measuring tape 30m and digital camera. iPad and/or mobile phone. Chargers for these.

F. Working on-site at a workshop location

F1 The following is a guide to what may be required. (It is not exhaustive)

- ✓ Day book for notes and future arrangements.
- ✓ Diary
- ✓ Laptop

- ✓ Clipboard
- ✓ Hand cleaner – disinfectant wipes for site work
- ✓ Art materials