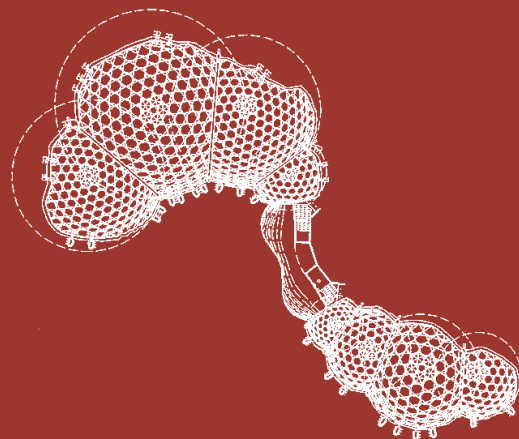
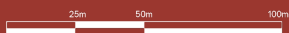


FC 13

HEALTH & SAFETY POLICY



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Health and Safety Policy Facilities

LOCATION

London

FOR

All Employees and
Contractors

ID

FC 13

VERSION

8.0

LAST REVISION

16/07/2026

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1. Introduction

This health and safety policy outlines Grimshaw London's commitment to health and safety. It will detail how health and safety will be managed across Grimshaw's UK Studio operations and includes three parts:

1. Health and Safety Policy Statement

This details the general policy of health and safety at work, including Grimshaw's aims and commitment to managing health and safety. The most senior person at the company will sign the statement to demonstrate this and it will be reviewed at least annually.

2. Duties and Responsibilities

Duties and responsibilities are detailed to show the different job roles within Grimshaw that have specific requirements for managing health and safety.

3. Arrangements

The arrangements section details how Grimshaw plans to manage and achieve health and safety objectives. This can include, for example, doing a risk assessment, training employees and using safety signs or equipment. All aspects have been included that could be relevant to any operation of the business, including office, workshop and CDM activities. To achieve compliance across the different arrangements, Grimshaw will either use trained and competent employees, or engage trained and competent third parties.

Grimshaw provides services as Principal Designers and Designers to clients, which requires duties to be fulfilled under the Construction Design and Management (CDM) Regulations 2015 and Building Safety Act 2022. Specific arrangements to comply with the requirements when appointed in these roles are included in Construction Specific Arrangements at the end of the document.

Health and Safety Policy

Facilities

2. Health & Safety Policy Statement

Grimshaw recognises its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 to fulfil its obligations to its employees and members of the public who may be affected by its work activities by preparing and reviewing a Health and Safety Policy.

We aim to achieve a working environment which is free of work-related accidents and ill-health. We undertake to fulfil our statutory duties and will:

- establish and implement a Health and Safety Management System to manage the risks associated with its workplaces and activities.
- allocate duties for the responsibilities of health and safety and make sure these are understood, fulfilled and monitored.
- appoint a competent person or independent Health and Safety Advisor to advise and support us and make sure we are aware of changes in legislation and good practice relevant to our business.
- carry out risk assessments to assess the risks related to the hazards in our workplaces and take action to reduce these risks, to prevent accidents and protect employees and others. These risk assessments will be reviewed regularly or when anything changes in the workplace.
- consult with employees on health and safety and involve them in discussions about the risks and hazards connected to their duties.
- provide clear information, instructions and training to make sure all employees are competent to carry out their duties.
- make sure that emergency procedures are in place for evacuation in case of fire or other incident, and that employees and visitors are informed of these.
- maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe use and storage of hazardous substances.
- provide suitable first aid facilities to afford help to any employee, visitor or member of the public who may have an accident or be taken ill at work or as a result of our activities.
- provide sufficient funds and resources to meet the requirements of current health and safety legislation.

It is the duty of each employee to take reasonable care of their own and other people's welfare and report any situation which may pose a threat to the well-being of any other persons.

This Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The Policy will be reviewed at least every 12 months. The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in this policy document.

Signed	 Declan McCafferty	 Andrew Thomas
Date	22/07/2026	22/07/2026
Job Title	Health & Safety Partner	Managing Partner

Health and Safety Policy

Facilities

3. Duties and Responsibilities

All Partners

As those ultimately responsible for Health and Safety they will:

- demonstrate visible commitment, promoting the Policy's aims and objectives;
- ensure that adequate resources are available;

Managing Partners

- monitor Policy implementation and Company health and safety performance;
- sign the Health and Safety Policy statement annually.

Health and Safety Partner

As Health and Safety Partner they will:

- lead on Health and Safety promoting responsible attitudes and active management;
- ensure adequate resources are provided to address risks and concerns;
- monitor safety performance and drive further improvement.
- ensure all safety policies and standards are effectively implemented.
- chair quarterly H&S meetings and collate minutes.

Facilities Manager

As Manager this person must:

- maintain the workplace in a safe condition;
- ensure staff are adequately trained and instructed;
- monitor the behaviour of staff to ensure rules and procedures are followed.
- ensure a fire risk assessment is carried out annually;
- communicate fire risks to staff;
- put in place, and maintain appropriate fire safety measures;
- plan for an emergency;
- ensure suitable training is provided to staff, Fire Wardens and Head Fire Warden;
- ensure information and instructions are given to all staff.
- ensure that safe systems of work are in place for any events, cleaning, maintenance, demolition and building works planned in the workplace.

Architects Representative and Departmental Representative

As representatives they will:

- lead on Health and Safety promoting responsible attitudes and active management;
- ensure the policy and standards are effectively implemented;
- communicate and consult with staff;

Health and Safety Policy

Facilities

All Employees

It shall be the duty of every employee while at work:

- to take reasonable care of themselves and of other people who may be affected by their acts or omissions at work;
- to co-operate with their employer in achieving statutory provisions;
- to report shortcomings in health and safety arrangements;
- to report hazards to the appropriate person.

MSAFE Risk Management

MSAFE Risk Management can be approached to assist with:

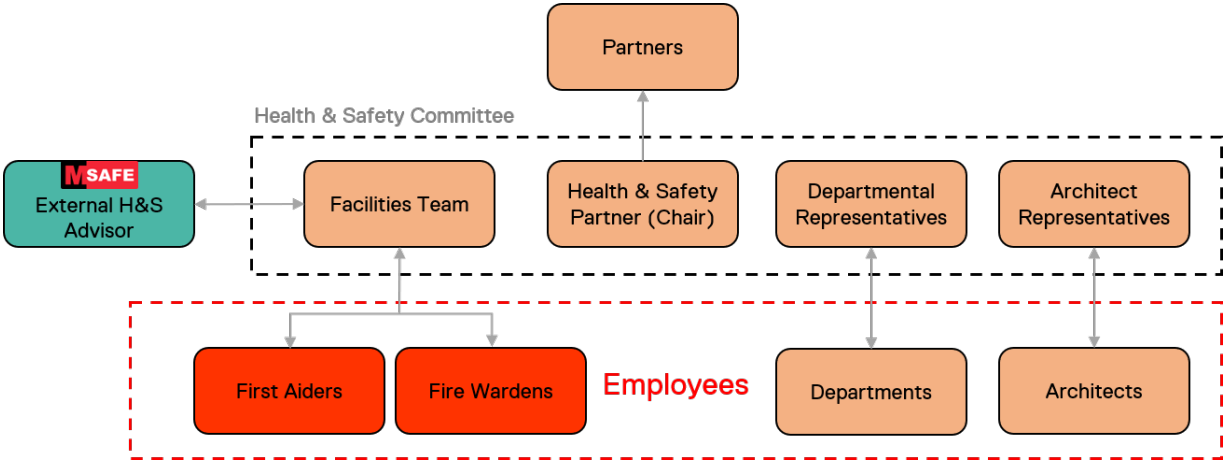
- ensuring that the Health and Safety Policy, is reviewed annually and where necessary updated;
- providing an advisory service relating to all aspects of health and safety at work
- carrying out assessments and inspections, as requested;
- providing an accident investigation service and liaise with the enforcing authority, upon request;
- assisting with advising on Grimshaw's role as designer and/or principal designer in relation to the Construction (Design & Management) Regulations 2015;
- if requested, assess safe systems of work/method statements, attend meetings regarding health and safety and provide health and safety training to both management and staff.

Health and Safety Policy

Facilities

4. Health and Safety Management Services (UK)

Management Structure for Health and Safety



Note: Studio Facilities Team consists of Facilities Manager, Facilities Supervisor and Studio Assistant

Date: 06/07/2026

Revision: 008

Health and Safety Policy

Facilities

5. Arrangements Summary

Arrangement	Person/Persons Responsible for the Implementation and Management of the Arrangement
General Arrangements	
Accidents, Incidents and Near Misses	Facilities Manager
Asbestos	Facilities Manager (Studio) H&S Committee (Training)
Competence	Health and Safety Partner Chair and Steering Committee
Construction Design Management (as “client”)	Health and Safety Partner
Confined Spaces	Facilities Manager
Consulting and Communicating with Employees	HR/ Health & Safety Partner
Display Screen Equipment	HR/Facilities Team/IT Team
Driving	Departmental Representatives
Drugs and Alcohol	Departmental Representatives
Electrical Equipment and Installations	Facilities Manager
Electromagnetic Fields (EMFs)	Departmental Representatives / Facilities Manager
Fatigue Management	HR and Department Representatives
Fire Safety	Facilities Manager
First Aid	Facilities Manager
Food Safety	Head of Communities
Hand Arm Vibration	Facilities Manager
Hazardous Substances	Facilities Manager
Homeworking	HR/Facilities Manager
International Travel	Architects and Departmental Representatives
Lifting Operations and Lifting Equipment	Facilities Manager
Lone Working	Architects and Departmental Representatives
Managing Contractors	Facilities Manager
Managing Risk	Health and Safety Committee
Manual Handling	Facilities Team

Health and Safety Policy

Facilities

Arrangement	Person/Persons Responsible for the Implementation and Management of the Arrangement
Mental Health and Wellbeing	HR/Head of Communities
Monitoring	HR/Head of Communities/Facilities Manager/Health and Safety Committee
New and Expectant Mothers	HR/Facilities Manager
Noise	Facilities Manager (Studio) / Departmental Representatives (External Activities)
Permits to Work	Facilities Team
Personal Protective Equipment (PPE)	Facilities Team
Pressure Systems	Facilities Manager
Provision and Use of Work Equipment	Facilities Team
Safe Systems of Work (Method Statements)	Facilities Manager
Safety Signs, Signals and Notices	Facilities Team
Sexual Harassment	HR
Statutory Examinations (Building Systems)	Facilities Manager
Stress	HR
Training and Information	HR
Violence and Aggression	HR
Visitors	Architects and Departmental Representatives
Waste Disposal	Facilities Team
Water Management (Legionella and Legionnaires')	Facilities Team
Work at Height	Facilities Team
Working in Other Employers' Environments	Architects and Departmental Representatives
Working Time	HR
Workplace Facilities	Facilities Team
Workplace Transport	Facilities Team
Young Persons	HR / Facilities Team
Construction Specific	
Construction Design Management as Principal Designer	Health and Safety Partner

Health and Safety Policy

Facilities

Arrangement	Person/Persons Responsible for the Implementation and Management of the Arrangement
Construction Design Management as Designer	Health and Safety Partner
Building Safety Act as Principal Designer	Health and Safety Partner
Building Safety Act as Designer	Health and Safety Partner

Health and Safety Policy

Facilities

6. Arrangements

Accidents, Incidents and Near Misses

We recognise the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). We are committed to complying with this legislation and will:

- keep records of work-related accidents, incidents and near misses;
- investigate, where necessary, all work-related accidents, incidents and near misses; and
- report under RIDDOR in case of reportable types of injuries, over seven-day injuries to workers, injuries to non-workers, occupational diseases, dangerous occurrences and reportable gas incidents.

Asbestos

We recognise the requirements of the Control of Asbestos Regulations 2012. We are committed to complying with this legislation and will:

- risk assess, and survey buildings where required for asbestos, pre-2000 build year;
- identify whether asbestos is present, and determine its type and condition before managing the asbestos or starting work in a building that might contain asbestos;
- for refurbishment and demolition works complete a risk assessment to determine whether it is possible to carry out the building or maintenance work avoiding the risk of asbestos exposure altogether, if this is not possible appropriate controls will be identified and implemented such as a refurbishment and demolition survey, removal or encapsulation;
- where asbestos is to be removed, identify whether a licensed contractor is required for its removal (if the work is not licensable, decide if the work needs to be notified); and
- ensure that anyone who could be exposed to asbestos fibres at work are suitably trained
- for asbestos forming part of design projects e.g. refurbishments of buildings constructed prior to 2000 asbestos awareness training is provided to designers via iHasco.
- for our premises an asbestos survey has been carried out, and is available on request

Competence

We recognise the requirements of the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- take account of the competence of relevant employees and contractors as part of the risk assessment process and training plan;
- consider all the factors of competence such as training, skills, experience, knowledge, attitude and ability as part of the risk assessment;
- only appoint competent contractors to carry out works on our behalf;
- appoint a competent person/s to help meet health and safety duties.

Health and Safety Policy

Facilities

Confined Spaces

We recognise the requirements of the Confined Spaces Regulations 1997. We are committed to complying with this legislation.

Access to any confined spaces will only be granted to trained specialist personnel subject to risk assessment

Construction Design Management (as “client”)

We recognise the requirements of the Construction Design Management Regulations 2015. We are committed to complying with this legislation and will:

- appoint an advisor to aid with Construction Design Management where required;
- identify when Construction Design Management Regulations apply to our activities;
- identify the duty holders to be involved, including where duties apply to us if undertaking one of the duty holder positions;
- if work is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project, or exceeds 500 person-days, the HSE will be notified of the project.

For all construction projects:

- ensure that workers with the right skills, knowledge, training and experience are engaged;
- ensure Contractors provide appropriate supervision, instruction and supervision;
- ensure a written construction phase plan is produced.

For projects where more than one contractor is involved, all of the above, and:

- ensure that a Principal Designer and Principal Contractor must be appointed;
- ensure that a Health and Safety File is produced.
- if work is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project, or exceeds 500 person-days, the HSE will be notified of the project.

Health and Safety Policy

Facilities

Consulting and Communicating with Employees

We recognise the requirements of the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- consult and communicate any proposed change which may substantially affect their health and safety at work, e.g. changing a work procedure;
- make arrangements for getting a competent person to help with compliance with regards to health and safety laws;
- consult and communicate when introducing new technology, tools or working processes;
- consult and communicate when planning health and safety training;
- inform employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger.
- consider the use of all staff SMS text messaging service to notify employees of any unexpected workplace closures.
- consider the use of the following means of communication and maintain a record of these where possible:
 - induction training;
 - specific training;
 - safety talks and briefings;
 - memos;
 - safe systems of work;
 - face to face meetings;
 - team meetings;
 - telephone and email.

Display Screen Equipment

We recognise the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

We are committed to complying with this legislation and will:

- identify employees to whom the Health and Safety (Display Screen Equipment) Regulations 1992 apply;
- analyse workstations to assess and reduce risks, either by self-assessment, or by arranging for a competent person to carry out a risk assessment;
- make sure controls are in place and that records are kept of assessment and actions taken;
- inform and consult with employees about the risk associated with DSE work, and provide information and training on working safely and comfortably;
- provide eye and eyesight tests on request, and special spectacles (subsidised) if needed;
- review the assessment when the user, their work, or the DSE changes.

Health and Safety Policy

Facilities

Drugs and Alcohol

We recognise our duties under the Health and Safety at Work etc. Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees. We also have a duty under the Management of Health and Safety at Work Regulations 1999 to assess the risks to the health and safety of its employees.

We understand that if it were to allow any employee to continue working while under the influence of excess alcohol and this places the employee or others at risk, we could be prosecuted. Similarly, if we knowingly allow an employee under the influence of drug misuse to continue working and the resulting behaviour of that employee placed either him/herself or others at risk, we could be prosecuted. We will:

- Ensure a drugs and alcohol policy is in place, supported by an Employee Assistance Programme (EAP) to help staff experiencing related difficulties.
- Whilst alcohol may be available at employee events held outside normal working hours, there is an expectation of sensible and moderate consumption.
- Ensure model workshop equipment is not operated under the influence of alcohol or medication that could impair judgement or safety.
- Provide training to Managers and employees about how to identify the behaviours that might indicate a problem resulting from drug or alcohol misuse and how to deal with these;
- Offer confidential support to any employee who may be concerned about their use of alcohol and drugs and the effect this may have on them at work;
- Consult with management and employees and share information on how any cases of misuse at work will be dealt with, involving disciplinary procedures and, in the case of law-breaking, reporting to the Police.

Note: please refer to [HR 08 Drugs and Alcohol policy](#) for further detail.

Electrical Equipment and Installations

We recognise the requirements of the Electricity at Work Regulations 1989. We are committed to complying with this legislation and will:

- carry out a risk assessment to cover all those using or working with electricity in the course of our work;
- ensure that employees working on, or with, electrical equipment or systems are competent for the task and have suitable training, skill and knowledge;
- ensure that the electrical installations within Grimshaw controlled premises are safe, having been installed to an acceptable standard, and are maintained in a safe condition;
- provide safe and suitable equipment, seeking alternatives to electrical equipment if the working environment and conditions render working with electrical equipment unsafe or high risk, and providing a safety device (RCD) where electricity continues to be used;
- maintain all electrical equipment, at a suitable frequency dependent upon the type of use the equipment has;
- replace or repair all equipment that is reported as damaged or not working properly;
- provide information to employees on what portable appliances are and how they should be checked prior to use.
- ensure temporary electrics are certified and re-inspected every 3 months.

Health and Safety Policy

Facilities

Fatigue

We recognise that fatigue affects a person's health and wellbeing, increases the chances of illness and workplace injuries occurring, and reduces performance and productivity within the workplace. Applying to all employees, contractors and visitors whilst at the workplace or whilst carrying out activities on behalf of the business, including but not limited to:

- workers who undertake significant travel as part of their roles;
- workers who work at client's premises and other sites.
- workers who have atypical working patterns

We will strive to identify possible causes of fatigue, taking into account that factors can be interrelated, including:

- long hours at work;
- concentrating for long periods of time without breaks;
- excessive travel or extended periods of driving;
- possible personal issues e.g. family responsibilities or health problems.

We are committed to managing fatigue and will:

- review all employees' working hours on a monthly basis and ensure that staff are not working excessively.
- ensure that staff are given recovery time if extraordinary overtime is worked
- avoid the use of compressed working patterns unless absolutely necessary
- promote our Health and Wellbeing resources to those who are struggling with fatigue
- provide suitable rest and comfort for those travelling for business purposes

We believe that there needs to be a flexible risk management approach, rather than a prescriptive approach to managing fatigue as each person's health, lifestyle, job role and approach to work is different.

Fire Safety

We recognise the requirements of the Regulatory Reform (Fire Safety) Order 2005. We are committed to complying with this legislation and will:

- ensure a responsible person is identified and given the resources to fulfil the requirements of current fire legislation;
- carry out a fire safety risk assessment to identify the risks to employees and those affected by its work activities;
- ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire;
- provide training to staff about the fire escape routes and exits available in case of emergency, and carry out regular fire drills;
- provide training and information to employees on how to reduce the risks of fire in the workplace and how these can be managed, for example by good housekeeping and ensuring that they use work equipment safely and appropriately, and refresh this training regularly, at least annually;
- install suitable fire detection equipment to premises as appropriate and make sure that this is maintained regularly;
- install the correct fire-fighting equipment for premises and make sure that this is clearly identified with signage and maintained regularly;
- carry out regular checks and inspections to ensure that fire escape routes and fire exits remain clear and unobstructed;
- review the fire risk assessment annually or more often if there are changes in the workplace.

Health and Safety Policy

Facilities

Food Safety

We recognise the requirements of the Health and Safety at Work Act etc. 1974. We are committed to complying with this legislation and will:

- consult with employees and others who could be affected with regards food allergies;
- provide clear and accurate food allergy information with any food supplied by the organisation;
- carry out a risk assessment for all food related activities
- store food at appropriate temperatures and in designated areas.
- stock rotation will be practised, and equipment will be maintained in line with statutory requirements and manufacturers' guidelines;
- train relevant staff in food safety to ensure hygiene standards are met;
- report any food safety incidents including suspected food poisoning and allergic reactions.

First Aid

We recognise the requirements of the Health and Safety (First Aid) Regulations 1981. We are committed to complying with this legislation and will:

- provide adequate and appropriate equipment, facilities and personnel to ensure that employees receive immediate attention if they are injured or taken ill at work;
- carry out an assessment of first aid needs appropriate to the hazards and risks of the workplace(s) and the workforce;
- where first aiders are provided, we will ensure that they have undertaken suitable training and have an appropriate first aid qualification, and that they remain competent to perform their role;
- inform employees of the arrangements that have been made in connection with the provision of first aid, to include the location of equipment, facilities and personnel.

Hand Arm Vibration

We recognise the requirements of the Control of Vibration at Work Regulations 2005.

Should work resulting in HAV be required this will only be carried out by a specialist competent contractor following a risk assessment.

Hazardous Substances

We recognise the requirements of the Control of Substances Hazardous to Health Regulations 2002.

We are committed to complying with this legislation and will prevent or reduce the exposure of its employees and others to hazardous substances by:

- identifying all substances or products in use by us during its work processes which are classified as hazardous;
- carrying out a risk assessment of each of those substances or products;
- identifying and implementing control measures in order to reduce the risks to employees and others as a result of using those substances or products;
- considering alternative, less hazardous substances or products if their use cannot be eliminated altogether;
- making sure that those control measures are used during the work processes by implementing regular checks and monitoring;

Health and Safety Policy

Facilities

- providing information and training for employees on the safe use of the substances or products that remain in use after risk assessment has taken place;
- offering health surveillance to those employees who use substances and products which are identified as being harmful to health;
- ensuring appropriate arrangements are in place to respond to incidents involving hazardous substances (e.g. spills, exposure or accidental release).

Homeworking

We recognise the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- carry out risk assessments of the work activities undertaken by homeworkers, primarily through DSE assessments and where appropriate, check-ins by line managers to support safe homeworking arrangements
- address any remedial actions which arise from the risk assessment;
- provide access to information, training and guidance to support safe homeworking arrangements, including relevant online training and DSE assessment tools in line with the Hybrid Working Policy (SM528)
- ensure that any equipment provided by Grimshaw for homeworking is maintained in a safe condition;
- provide any personal protective equipment (PPE) if this is needed;
- ensure that homeworkers have regular contact with their manager and are included in all communications and training as appropriate.

International Travel

We recognise the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Working Time Regulations 1998.

We are committed to complying with this legislation and will:

- ensure that, if travel for work is required, that this is necessary in the interests of the business and cannot be avoided by communicating by other means such as teleconferencing, phone, email or correspondence;
- check Home Office (Foreign Travel Advice) guidance where travel overseas is required, to seek guidance on travel to the intended destination;
- ensure that the route of travel is planned, tickets and accommodation are booked in advance, and that sufficient time is included in the itinerary to allow the travelling employee to rest;
- make sure that any employee travelling abroad has up to date vaccinations as necessary;
- ensure that suitable and adequate travel insurance is in place;
- put into place arrangements to keep in touch with the travelling employee, enabling them to notify their Manager or other appointed person that they are safe, and maintaining contact with us.

Health and Safety Policy

Facilities

Lifting Operations and Lifting Equipment

We recognise the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). At present we consider the main impact is to ensure;

- the passenger lift in the office is maintained in accordance with the manufacturer's requirements;
- the safe working load is not exceeded
- it is subject to a LOLER Certificate of Thorough Examination at intervals not exceeding 6 months.
- records of maintenance and inspections are retained by the Facilities Manager

Loneworking

We recognise the requirements of the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- carry out a risk assessment to consider potential risks of lone working and the measures needed to control the risks, and make a record of the results;
- ensure that risks are removed where possible, or if not possible, will put in place measures to control the risks to make sure that lone workers can carry out their tasks safely;
- consult with employees, and any safety representatives;
- provide training, instruction and supervision on the tasks to be carried out, any equipment to be used, and emergency procedures;
- ensure that lone workers have access to first aid facilities, or are provided with first aid kits and training;
- provide supervision and monitoring to ensure that the lone worker is continuing to work safely and has the correct equipment and personal protective equipment (PPE) as necessary;
- put into place suitable and effective methods of communication to ensure that the lone worker can be accounted for and communicate with his or her manager in an emergency, or to obtain help if needed;
- review the risk assessment at least annually, or more frequently if tasks or working conditions change.

Note: This section is related to lone working on site only. Please refer to our [CD 04 Safety on Occupied Sites](#) for further information.

Loneworking within Grimshaw's Premises

Lone working within the Studio is discouraged; however, it may occasionally be necessary. Where lone working is required, it should be agreed in advance with the employee's line manager and appropriate communication arrangements must be in place to ensure the employee can contact others if required.

A proportionate approach will be taken to managing any risks associated with lone working within the Studio, including:

- ensuring employees are aware of safe lone working practices;
- maintaining appropriate communication arrangements;
- managing access to the studio outside of normal working hours;
- taking additional precautions where higher risk activities are undertaken.

Health and Safety Policy

Facilities

Managing Contractors

We recognise the requirements of the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations and Construction Design Management Regulations 2015. We are committed to complying with this legislation and will:

- assess skills, knowledge, experience, training and organisational capability of contractors prior to engagement;
- maintain an approved contractors list or maintain a system for assessing the competence of contractors;
- engage competent contractors;
- communicate to contractors the importance of health and safety;
- provide clarity on the work required and the standards expected;
- risk assess the work with the contractor and obtain method statement and safe systems of work as deemed necessary;
- ensure short cuts are not taken;
- allocate sufficient time and resources for the work;
- be prepared to stop work if not safe;
- engage directly with contractors when addressing health and safety, both positive and negative;
- monitor contractors' performance;
- obtain contractor health and safety plans and hold a pre-start meeting to enable co-ordination and communication before and during the work;
- communicate relevant emergency procedures with the contractor;
- communicate risks to all staff and others that could be affected by contractor works.

Managing Risk

We recognise the requirements of the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations. We are committed to complying with this legislation and will:

- make suitable and sufficient risk assessments of the risks that could impact on employees and those persons not employed but who could be affected by its undertakings;
- ensure the five steps of risk assessment are followed;
- ensure control measures are implemented;
- inform employees and others of the risks associated with their work and provide information and training on the hazards and controls;
- ensure only competent persons perform risk assessments;
- obtain advice from competent persons where required;
- monitor and review the effectiveness of risk assessments;
- review risk assessments on a regular basis or when the activity, situation, equipment or premises changes.

Health and Safety Policy

Facilities

Manual Handling

We recognise the requirements of the Manual Handling Operations Regulations 1992. We are committed to complying with this legislation and will:

- avoid hazardous manual handling operations so far as is reasonably practicable.
- make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided using the HSE TILE methodology (Task, Individual, Load, Environment);
- reduce the risk of injury from those operations as far as is reasonably practicable;
- consult with their employees and provide suitable and sufficient training and supervision in manual handling;
- review risk assessments regularly or when tasks change.

Employees also have duties under these Regulations, and we will ensure that employees commit to:

- follow systems of work in place for their safety;
- use equipment provided for their safety properly;
- co-operate with their employer on health and safety matters;
- inform their employer if they identify hazardous manual handling activities;
- take care to make sure they do not put others at risk.

Mental Health & Wellbeing

Mental Health as defined by the World Health Organisation (WHO) a state of well-being in which the individual realises his or her abilities, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her community. We recognise the requirements of the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations to support employees with their mental health.

We are committed to complying with this legislation and will:

- We will risk assess and control, where possible, workplace factors that may have a negative effect on an employee's mental health and wellbeing;
- train managers and supervisors to be able to recognise the signs of mental health conditions in employees, and to act appropriately;
- regularly raise awareness of mental health to all employees at suitable intervals;
- support employees to raise any issues in the workplace that may be impacting on their mental health;
- support employees who may have developed poor mental health and make reasonable work-related adjustments;
- provide appropriate support when employees are identified as having poor mental health;
- provide regular information to employees on mental health and wellbeing;
- reduce discrimination and stigma by increasing awareness around mental health;
- promote positive mental health in all employees;

Health and Safety Policy

Facilities

Monitoring

We recognise the requirements of the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations. We are committed to complying with this legislation and will:

- establish systems for the inspection and auditing of Health and Safety performance on a regular basis;
- monitor and review accident and incident near miss reports on a regular basis and implement changes where required;
- promote with all employees the positive outcomes from reporting accidents, incident and near misses;
- monitor the performance and effectiveness of Health and Safety training;
- monitor the performance and effectiveness of risk assessments and safe systems of work;
- monitor relevant legislation and the impact this will have on activity and operational areas;
- monitor and act upon any shortcomings in Health and Safety management and performance;
- actively monitor the performance of contractors.

New and Expectant Mothers

We recognise the requirements of the Management of Health and Safety at Work Regulations 1999. Whilst the legislation uses the term "new or expectant mother", this policy applies equally to all pregnant, birthing workers regardless of gender identity.

We are committed to complying with this legislation and will:

- carry out or review relevant risk assessments to assess the health and safety risks to an expectant mother, or a new mother who has given birth in the last six months and once these are identified, to put into place measures to address and control those risks;
- review this risk assessment on a regular basis, at least once per trimester, or more often if there are changes to the workplace, or to the work carried out within the role;
- upon receipt of written notification that an employee is a new or expectant mother, we will immediately take into account any risks identified in the workplace risk assessment, and, if these risks cannot be avoided by taking necessary preventative and protective measures, then we will take the following action:
 - temporarily adjust working conditions and/or hours of work; or if that is not possible;
 - offer suitable alternative work (at the same rate of pay) if available, or where this option is not feasible;
 - suspend the individual from work on paid leave for as long as necessary, to protect their health and safety and that of their child.
- provide suitable rest facilities for pregnant or chest feeding workers, these being located, near to the toilets and affording the ability to lie down if necessary;
- provide more frequent rest breaks for pregnant workers, the timing and frequency of which will be discussed and agreed;
- hold regular discussions with the new and expectant mothers, giving the opportunity to raise concerns and address any health and safety risks or changes.

Health and Safety Policy

Facilities

Noise

We recognise the requirements of the Control of Noise at Work Regulations 2005. We are committed to complying with this legislation.

During general office activities it is not envisaged that employees will be exposed to noise levels that cause harm, and they will be below the Noise at Work Lower Exposure Action Values of 80dB(A).

When working in the workshop or close to it, attending construction sites, or client's premises where for example manufacturing is taking place, there may be a risk of exposure to noise at levels approaching or exceeding Noise at Work Lower Exposure Action Values of 80dB(A) and Upper exposure action values 85 dB(A). Line managers will be expected to consider this when preparing risk assessments and inform those under their control of the potential risk. Notwithstanding this, there is an expectation that when attending construction sites or client premises, they will inform our employees of the risk and provide relevant hearing protection. Employees can take action by excluding themselves from any area where there are high noise levels. Those working in the workshop or in other areas impacted by its noise will be issued with suitable hearing protection.

Permits to Work

We recognise the requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

High-risk activities include, but are not limited to, hot works, work in confined spaces, working at height, isolation or maintenance of electrical systems, and excavation works.

Grimshaw does not undertake such activities directly. Where high-risk activities are required on our premises or in connection with our projects, we will engage competent, specialist contractors. We require all such contractors to operate appropriate safe systems of work, including a Permits to Work system where necessary, and to provide evidence of these arrangements upon request.

Health and Safety Policy

Facilities

Personal Protective Equipment (PPE)

We recognise the requirements of the Personal Protective Equipment at Work Regulations 2022 (as amended). The provision and use of Personal and Protective Equipment (PPE) is also covered by some specific legislation. Refer to 'Working in Other Employer's Environments' for provision of PPE required for site visits.

For maintenance or building/ repair work contracted to third parties, the party will be responsible for the provision and selection of PPE items for their employees.

We are committed to complying with this legislation and will:

- consider the hazards identified in the risk assessments carried out for each type of work or task and decide whether these risks can be controlled in ways other than the use of PPE. PPE will always be a last resort;
- make sure that the right type of PPE is chosen for each task in order to afford adequate protection to employees, recognise that different types of PPE may be required for each job or task, that compatibility of individual PPE items will be reviewed to ensure effectiveness and/ or whether the use of PPE will introduce new risks
- choose good quality PPE products which are CE marked, as required by the Personal Protective Equipment at Work Regulations 2022 (as amended), and which are chosen for their suitability to each task or job;
- provide training and instruction to the wearers of PPE, so the need is clearly understood, and that its use is strictly in line with the manufacturer's instructions;
- replace PPE items when they become worn or damaged and are no longer fit for purpose;

Pressure Systems

We recognise the requirements of the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000.

Grimshaw operates a pressurised system associated with the building water system. This system is subject to the Pressure Systems Safety Regulations 2000 and is managed in accordance with a Written Scheme of Examination.

Statutory thorough examinations are carried out by a competent person at the required intervals. This system is maintained, inspected and operated within safe limits, with maintenance records retained by the Facilities Manager.

Provision and Use of Work Equipment

We recognise the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

We are committed to complying with this legislation and will:

- ensure that work equipment provided for employee use is suitable for its intended purpose and is safe to use;
- ensure equipment is maintained, inspected and tested where required by a competent person;
- ensure appropriate safeguards and control measures are in place where equipment presents specific risks;
- provide appropriate information, instruction and training for employees required to use work equipment;
- ensure defects or faults are reported and equipment is removed from use where necessary until repaired or replaced.

Health and Safety Policy

Facilities

Safe Systems of Work

We recognise the requirements of the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999.

We are committed to complying with this legislation and will:

- ensure that, following the completion of risk assessments or task analysis, a Safe System of Work is produced by a competent person for each task or type of work where deemed necessary by the assessment;
- consult with employees who undertake the tasks or work to make sure that all aspects of risk and hazards are accounted for;
- set out the Safe System of Work as a step-by-step procedure for carrying out each task safely, taking into account the risks and control measures identified in the risk assessment, equipment needed for the task, the working environment, emergencies and the skills that are required by employees carrying out the work;
- ensure that Safe Systems of Work are in place in advance of the work;
- ensure that all employees are trained to the Safe Systems of Work, and sign to say that they have understood the document and will follow the instructions;
- ensure that suitable and sufficient supervision is in place to ensure that the Safe Systems of Work are adhered to and enforced;
- address any instances of non-conformance with the Safe Systems of Work;
- review Safe Systems of Work, and amend as necessary, should the task or type of work change.

Health and Safety Policy

Facilities

Safety Signs, Signals and Notices

We recognise the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996.

We are committed to complying with this legislation and will:

- ensure that safety signs are provided and maintained where there is a significant risk to health and safety identified in a risk assessment that has not been removed or controlled by other methods and where a sign can further reduce the risk;
- make sure that employees receive sufficient information, instruction and training about the meanings of safety signs and that these are clearly explained. The consequences of not following the warning or instructions given by signs will also be explained;
- make sure that safety signs are selected and effectively used to take account of any special requirements such as visual or hearing impairments, or work environment;
- ensure that the signs are regularly checked or inspected to make sure that they remain in good condition, and are legible or visible, and free of damage. Any signs which are worn or defective will be replaced or repaired.

Expected notices to be displayed on premises

Item	Purpose / Requirement
H&S Law Poster	Health & Safety at Work Act
Public and Employer Liability Insurance Certificates	Health & Safety at Work Act
Electric Shock Treatment Notices	In / near plant rooms to comply with Electricity at Work Regulations
Fire and Emergency Plan	To remind employees of the general procedure adopted including muster point etc.
First Aid Notices	Confirm first aid arrangements for premises and display name of first aiders in local area
No Unauthorised Persons	To identify high risk areas such as the workshops and roofs
Hearing Protection to be worn	On workshop equipment
H&S Alerts	Provide information to employees on H&S related matters

Health and Safety Policy

Facilities

Sexual Harassment

We recognise our duties under the Equality Act 2010 (as amended by the Worker Protection (Amendment of Equality Act 2010) Act 2023 and the Employment Rights Act 2025) and the Health and Safety at Work etc. Act 1974 to protect the psychological health and welfare of all workers. We will:

- take all reasonable steps to prevent sexual harassment in the workplace, and harassment by third parties, by identifying and assessing risks as part of our workplace risk assessment process, including risks arising from interactions with clients, contractors and visitors;
- provide regular training to all staff and managers to ensure awareness of those standards and responsibilities;
- take all reports of sexual harassment seriously, investigate them promptly and impartially, and take appropriate action where harassment is found to have occurred, regardless of whether the perpetrator is a colleague or a third party;
- include conduct expectations in contracts and terms of engagement with third parties where relevant;
- hold regular reviews of our preventative measures to assess their effectiveness and update them where necessary;
- ensure that workers who report harassment, or support others in doing so, are protected from victimisation and that any disclosure relating to sexual harassment is treated as a protected disclosure under whistleblowing law.
- Grimshaw recognises that sexual harassment causes psychological harm and that its prevention is a health and safety matter as well as an equality one. Responsibility for compliance with this section sits with People Lead

Note: please refer to [HR 38 Sexual Harassment policy](#) for further detail.

Statutory Examinations (Studio Premises Operations)

We recognise the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), The Pressure Systems Safety Regulations 2000, and the Provision and Use of Work Equipment Regulations 1998.

We are committed to complying with this legislation and will:

- identify the equipment in use which, in addition to regular maintenance and inspection requires Statutory Inspections in order to comply with the Regulations above;
- ensure that Statutory Inspections are carried out by a competent person at the intervals specified for each type of equipment;
- keep a record of the equipment inspected and copies of the inspection records and certificates;
- where required, maintain written schemes of examination.

Health and Safety Policy

Facilities

Stress

We recognise the requirements of the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations to protect its employees from stress at work

We are committed to complying with this legislation and will:

- carry out a risk assessment to identify the risks of stress to employees;
- train managers and supervisors to be able to recognise the signs of stress in employees, and to take action;
- talk to employees about the potential causes of stress for them while they are at work, and encourage them to approach their managers if they feel they are not coping;
- regularly review the issue of stress at work by including this on agendas for relevant meetings.

Note: please refer to [HR 37 Stress at Work policy](#) for further detail.

Training and Information

We recognise the requirements of the Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees;
- where required, provide training in the following ways:
 - induction training;
 - specific training;
 - safety talks;
 - briefing meetings.
- provide information through these training sessions and via:
 - internal memos;
 - face to face meetings;
 - notice boards and displays;
 - health and safety signage;
 - contracts, job descriptions and role profiles; and/ or
 - risk assessments and safe systems of work.

Health and Safety Policy

Facilities

Violence and Aggression

We recognise the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Health and Safety (Consultation with Employees) Regulations 1996. We are committed to complying with this legislation and will:

- consult with employees to assess whether they feel threatened at work and the extent of this, and discuss the results with employees;
- use the findings of the consultation to carry out a risk assessment to identify the hazards of violence and aggression in the workplace, identifying those employees most at risk and situations which might give rise to violent or aggressive behaviour;
- implement a procedure for dealing with incidents and getting help;
- keep records of incidents, including verbal abuse and threats, to include: -
- an account of what happened;
- the location of the incident;
- details of the victims, assailants and any witnesses;
- the outcome, including any working time lost to the individuals affected and to us as the employer.
- encourage employees to report incidents promptly and fully;
- provide training to employees to help them spot early signs of aggression and how to avoid or cope with it, following the procedures to get help;
- review the risk assessment regularly, or if there is any change to the work, tasks, or following an incident.

Visitors

We recognise the requirements of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- operate a signing in and out procedure for visitors who will be visiting or working on our premises;
- accompany or escort visitors during their visit as deemed necessary;
- provide basic health and safety information to visitors upon their arrival, including location of welfare facilities, fire safety and evacuation procedures, accident reporting procedures, and routes to be taken around the premises;
- ensure that, where appropriate, visitors are provided with the relevant induction training prior to starting work;
- provide any appropriate Personal Protective Equipment (high visibility vest, hard hat, safety glasses) which may be required to enable safe movement through the site or premises.

Waste Management

We recognise the requirements of the Waste Regulations 2012, the Separation of Waste Regulations 2025, and the Waste Electrical and Electronic Equipment recycling (WEEE) Regulations 2006. We are committed to complying with this legislation and will:

- avoid the production of unnecessary waste;
- identify the types of waste produced or created and assess how this will be managed;
- dispose of waste in accordance with current legislative requirements in a responsible way and maintain evidence of waste transfer notes.

Health and Safety Policy

Facilities

Water Management

We recognise the requirements of the Control of Substances Hazardous to Health Regulations 2002 and Notification of Cooling Towers and Evaporative Condensers Regulations 1992 (NCTEC)

We are committed to complying with this legislation and will prevent or reduce the exposure of its employees and others to Legionella and Legionnaires' disease by:

- identifying and assessing sources of risk through the risk assessment process through a competent person;
- manage the risks to ensure they are prevented or controlled;
- keeping records such as a water logbook of measures taken to include the assessor's findings, control schemes, operation of the system, monitoring and testing of the system;
- completing notifications where required for certain systems such as cooling towers and condensers.

Work at Height

We recognise the requirements of the Work at Height Regulations 2005. We are committed to complying with this legislation and will:

- avoid work at height where it is reasonably practicable to do so, including working from ground level whenever possible;
- carry out a suitable risk assessment for each task involving work at height and ensure the work is properly planned, supervised and carried out by competent people;
- where work at height cannot be avoided, prevent falls by using an existing safe place of work or suitable access equipment;
- where the risk of a fall cannot be eliminated, minimise the distance and consequences of a fall through appropriate equipment and control measures;
- ensure employees undertaking work at height receive appropriate information, instruction and training, and that only trained staff carry out such tasks;
- ensure access equipment is suitable for the task, inspected and maintained, with records kept where required;
- remove from use any access equipment found to be defective, damaged or unsuitable until it has been repaired or replaced;
- implement emergency and rescue arrangements for work at height and make sure relevant employees are briefed on these arrangements;
- ensure employees do not work alone when carrying out work at height tasks; and
- use competent contractors for higher-risk work at height activities where specialist equipment or controls are required.

Health and Safety Policy

Facilities

Working in Other Employers' Environments

We recognise the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Construction (Design Management) Regulations 2015.

We are committed to complying with this legislation and will:

- carry out a risk assessment for each job type involved in working in other employers' environments where a risk exists;
- plan for employees working in other employers' environments by obtaining, in advance, details of contacts on the site, reporting arrangements on arrival, and particular safety requirements, for example, Personal Protective Equipment (PPE), or site induction training;
- consult with employees required to work in other employers' environments, and make sure that they understand that they must follow the health and safety procedures in place at the host site;
- provide any specific PPE required prior to employees working in other employers' environments, and make sure the employee has been trained in its use;
- put into place arrangements for the employee to keep in contact, to report any problems or issues, and to report safe arrival and departure.

Working Time

We recognise the requirements of the Working Time Regulations 1998. We are committed to complying with this legislation and will:

- ensure that the maximum weekly working time limit is not exceeded unless an employee has voluntarily agreed in writing to opt out;
- comply with applicable night work limits and offer health assessments to night workers.

Health and Safety Policy

Facilities

Workplace Facilities

We recognise the requirements of the Workplace Health, Safety and Welfare Regulations 1992. We are committed to complying with this legislation and will ensure that every workplace under our control complies with the Workplace Health and Welfare Regulations in particular to:

- the maintenance of the workplace, equipment, devices and systems;
- effective and suitable ventilation being provided;
- a reasonable temperature being provided in relation to the work carried out;
- suitable and sufficient lighting and emergency lighting being provided;
- a clean workplace, furniture, furnishings and fittings to be kept and maintained with arrangements made for disposal of waste materials to avoid accumulation;
- provision of sufficient room dimensions and space in order to work safely;
- provision of suitable workstations and seating;
- provision of floors and traffic routes that are fit for purpose, well maintained and safe for use to include areas where there is a risk of a person falling shall be securely covered or fenced;
- the windows, doors, gates and walls (transparent or translucent) being of safe material, protected against breakage of that material and be appropriately marked to make it apparent. Doors and gates will be suitably constructed to ensure their safe use and operation;
- windows, skylights and ventilators to be in a safe position and be operationally safe including their cleaning;
- traffic and pedestrian routes to be organised in such a way that they can circulate in a safe manner;
- suitable and sufficient sanitary conveniences shall be provided and readily accessible that are ventilated, lit, clean, and securable;
- suitable and sufficient washing facilities being provided that are clean and accessible with clean, hot and cold water, suitable cleaning materials, means of drying, ventilated and lit;
- separate male and female facilities, except where facilities are only used by one person at a time and can be secured from the inside;
- an adequate supply of wholesome drinking water being supplied and accessible;
- suitable and sufficient accommodation for clothing where special clothing is worn or for clothing which is not worn during working hours as well as facilities for changing such clothing;
- provision of suitable and sufficient rest and eating facilities.

Workplace Transport

We recognise the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Provision and Use of Work Equipment Regulations 1998, the Workplace (Health, Safety and Welfare) Regulations 1992 where relevant to workplace transport activities.

Workplace transport risks are primarily limited to external deliveries/collections and infrequent use of hire vehicles by employees for business purposes, for example – furniture or IT equipment collections from storage.

Health and Safety Policy

Facilities

Vehicles and Driving

Where employees are required to drive for work purposes, including the infrequent use of hire vehicles, we will take a proportionate approach to managing the associated risks.

Line Managers will:

- ensure employees required to drive for work purposes hold a valid driving licence and are appropriately authorised and insured, where required, for business use;
- ensure that, where longer journeys are required, reasonable consideration is given to journey planning, rest breaks and overnight accommodation where required.

Employees will:

- ensure that any vehicle used for work purposes is roadworthy and compliant with legal requirements;
- report any accidents, damage, traffic violations or issues that may affect their ability to drive safely;
- not drive if tired, unwell, under the influence of alcohol or drugs, or affected by medication that could impair their ability to drive safely;
- not use a handheld mobile phone while driving and ensure any calls are managed safely and legally;
- inform their line manager if they are unfit to drive or if their licence is revoked, suspended or otherwise restricted.

Electromagnetic Fields

We recognise the requirements of the Control of Electromagnetic Fields at Work Regulations 2016 and will take a proportionate approach to managing any risks arising from exposure to electromagnetic fields (EMFs).

We will:

- consider potential EMF exposure as part of general risk assessments where relevant;
- ensure that equipment used within the workplace does not give rise to significant risks under normal operating conditions;
- take appropriate action where any specific risks are identified.

Young Persons

We recognise the requirements of the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999. We are committed to complying with this legislation and will:

- carry out or review relevant risk assessments for all staff and workers under the age of 18 at the commencement of their employment, taking into account the tasks and work they will be undertaking.
- provide a copy of the risk assessment to the young person's parent or carer.
- provide clear and sufficient training and supervision to ensure that the young person does not put themselves or others at risk;
- make sure that young persons are treated in the same way as all other employees with access to the same facilities, training and conditions;
- make sure that young persons know to report any health and safety concerns.

Health and Safety Policy

Facilities

7. Construction Specific Arrangements

Construction Design Management as Principal Designer

We recognise the requirements of the Construction Design Management Regulations 2015. We are committed to complying with this legislation and will:

- plan, manage, monitor and co-ordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing Health and Safety File) that might affect design work carried out both before and after the construction phase has started;
- help and advise the “client” in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties;
- work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks;
- ensure that everyone involved in the pre-construction phase communicates and co-operates, co-ordinating their work wherever required;
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

Construction Design Management and Building Safety Act as Designer

We recognise the requirements of the Construction Design Management Regulations 2015 (CDM 2015). We are committed to complying with this legislation and will:

- make sure the commercial “client” is aware of the “client” duties under CDM 2015 and the Building Safety Act before starting any design work;
- when preparing or modifying designs:
 - take account of any pre-construction information provided by the “client” (and principal designer, if one is involved);
 - eliminate foreseeable health and safety risks to anyone affected by the project (if possible);
 - take steps to reduce or control any risks that cannot be eliminated.
- provide design information to:
 - the principal designer (if involved), for inclusion in the pre-construction information and the Health and Safety File;
 - the commercial “client” and principal contractor (or the contractor for single contractor projects) to help them comply with their duties, such as ensuring a construction phase plan is prepared.
- communicate, co-operate and co-ordinate with:
 - any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond;
 - all contractors (including the principal contractor), to take account of their knowledge and experience of building designs.

Health and Safety Policy Facilities

- plan, manage and monitor design work so that if the building were built in accordance with your design, these parts would be in compliance with all relevant requirements of the Building Regulations
- cooperate with the client, other designers and contractors (including principal designer and principal contractor) to the extent necessary, and provide sufficient information about the elements of the design, construction and maintenance within our design to again ensure that, if built, the building work to which your design relates is in compliance with all relevant requirements of the Building Regulations.
- consider any design work completed by others that directly relates to the building work you are designing and report any concerns regarding the compliance of that design with the relevant requirements of the Building Regulations to the building regulations principal designer
- provide advice to the building regulations principal designer, or to your client, where requested, regarding whether the work relating to the design you are preparing or modifying is higher-risk building work.

Building Safety Act as Principal Designer / Lead Designer

We recognise the requirements of the Building Safety Act 2022 and are committed to complying with this legislation to ensure the safety and well-being of all stakeholders. Our policy includes the following commitments:

- plan, manage and monitor the design work during the design phase;
- co-ordinate the design work so that all reasonable steps are taken to ensure that the design is such that if the building work to which the design relates is built in accordance with the design, the building would be in compliance with all relevant requirements;
- take all reasonable steps to ensure all parties involved in design work comply with their duties under the BSA regulations, and in doing so co-operate with the client, principal designer, the principal contractor and each other;
- liaise with Principal Contractor and share information relevant to planning, management and monitoring of building works, and co-ordination of building and design work for purpose of ensuring compliance with all relevant requirements;
- where required, liaise with the Building Safety Regulator to discharge any duties required of the principal designer;
- only accept work where we have the skills, knowledge, experience and behaviours necessary to fulfil our duties, and provide evidence as required

8. Related Documents

Please view the following policies, procedures and standards that relate to this document:

[Sexual Harassment Policy](#), [Stress at Work](#), [Drugs and Alcohol policy](#), [Waste Management](#), [Training](#), [CDM Policy](#)