

# KIKLOS ARCHITECTS (KIKLOS CONSULTANCY L.L.C.)

## HEALTH AND SAFETY POLICY

### PART ONE – GENERAL STATEMENT OF POLICY, DUTIES & RESPONSIBILITIES

#### 1.1 Policy Statement

kiklos architects (Kiklos Consultancy L.L.C.) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises.

Throughout this Policy, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers. It is the policy of the Organisation to promote the health and safety of the staff, volunteers, and of all visitors to the Organisation’s premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Organisation in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;

- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities;
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Organisation's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Organisation arising out of or in connection with the Organisation's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer's workers on the Organisation's premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at any time by the Organisation's Senior Management ("the Management").

## **1.2 Statutory Duty of the Organisation**

The Organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

**In particular, the Organisation will:**

- Assess the risks to health and safety of its volunteers/workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g.: for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;

- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained (where appropriate);
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

### **Statutory Duty of the Organisation's Workers**

Employees also have legal duties, and the Organisation confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Organisation on health and safety;
- To use work items provided by the Organisation correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Organisation;
- Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

#### 1.4 POLICY FOR VISITORS AND CONTRACTORS

On arrival all visitors should be directed to the duty representative of the Management, or a representative of the user/hirer of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure. Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Management, who will investigate and report to the Organisation.

## **PART TWO – ORGANIZATION OF HEALTH AND SAFETY**

### **2.1 Health and Safety Rules**

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Organisation may publish from time to time.

### **2.2 Accident Forms and Book**

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Organisation's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.

### **2.3 Fire Precautions**

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Organisation in relation to fire.

### **2.4 Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Organisation and any directions for the use of such must be followed precisely.

### **2.5 Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit.

### **2.6 Maintenance**

Defective equipment, furniture and structures must be reported as such without delay.

### **2.7 Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

## 2.8 Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Tell your supervisor of any skin, nose, throat, or bowel problem;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell your supervisor of any defects or concerns regarding the facilities – eg uncleanness, refrigeration malfunction, cracked food preparation surfaces.

## 2.9 Display Screen Equipment

The Organisation recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work.

Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

## 2.10 Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

## PART THREE – ARRANGEMENT AND PROCEDURES

1. 3.1 First Aid and Accident Reporting
2. 3.2 Fire Drills and Evacuation Procedures

### 3.1.1 First Aid

- First Aid Boxes are provided in the following location(s):
  1. Main Office
  2. Pantry Area

### 3.1.2 Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
- All accidents must be reported to the Senior Management or another member of staff on duty immediately or as soon as practicable;
- All accidents must be entered on an accident form, available from the Management. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- The Senior Management will investigate incidents and accidents, and will consider the necessary actions to prevent recurrence.

## 3.3 Fire Drills and Evacuation Procedures

### 3.2.1 Fire Drills

- All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

### 3.2.2 In the event of Fire

- Persons discovering a fire should sound the nearest alarm;

- The first duty of all workers is to evacuate all people from the premises by the nearest exit immediately the fire is discovered;
- All persons must evacuate the premises and, where possible without personal risk, leave all doors and windows closed;
- No-one should leave the assembly point without the permission of a member of staff;
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 997 and asking for “Fire Brigade”;
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

### 3.2.3 Bomb Warnings

- If you receive a warning try to find out from the caller:
  1. i) The approximate location of the bomb and likely time of detonation;
  2. ii) Whether the police and fire brigade have been notified;
  3. iii) Try to RECORD EXACTLY WHAT IS SAID:
- Notify the Police immediately on 999;
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning;
- Assemble in the appointed assembly area unless the bomb warning implies otherwise.

### 3.2.5 Cleaning Materials, General Machinery and High Risk Areas

- All portable machinery must be switched off and unplugged when not in use;
- Wandering cables are a hazard; use with caution and safety in mind;
- Slippery floors and dangerous; use warning signs;
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

### 3.2.6 General

- All thoroughfares, exits and gates must be left clear at all times;
- Corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to the Management or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

## PART FOUR - APPENDICES

### APPENDIX A – ACCIDENT REPORTING

#### 1. Accidents

All accidents which occur during work for the Organisation and/or for the User/Hirer, or on premises under the control of the Organisation must be recorded.

#### 2. Accidents to Workers or Contractor's Staff

1. For ALL Accidents

Complete Accident Form and hand it over to the Management.

2. a) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

#### 3. Accidents to Members of the Public

1. For ALL Accidents

Complete Accident Form and hand it over to the Management

2. For accidents reportable to the Senior Management,

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then immediately notify:

**kiklos architects Managing Director on +971 50 7859727 or  
leonardo@kiklosarchitects.com.**

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

#### 4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed

- Other specified injuries and conditions:
  - o The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye;
  - o Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact;
  - o Loss of consciousness resulting from lack of oxygen;
  - o Decompression sickness requiring medical treatment;
  - o Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin;
  - o Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
  - o Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours;

**IF IN DOUBT, REPORT IT.**

#### **5. Dangerous Occurrences**

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following immediately:

**kiklos architects Managing Director on +971 50 7859727 or  
leonardo@kiklosarchitects.com.**

#### **6. Occupational Diseases**

- o Poisoning
- o Skin Diseases or Lung Diseases or Infections

**IF IN DOUBT, REPORT IT.**

## Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

### 1. Assessment

The assessment must be a systematic review

- o What substances are present and in what form?
- o What harmful effects are possible?
- o Where and how are the substances actually used or handled?
- o What harmful effects are given off, etc.?
- o Who could be affected, to what extent and for how long?
- o Under what circumstances?
- o How likely is it that exposure will happen?
- o What precautions need to be taken to comply with the COSHH Regulations?
- o What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

### 2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may present. This may mean PREVENTING exposure by:

- o Removing the hazardous substance by changing the process
- o Substituting with a safe or safer substance, or using a safer form

Or, here this is not reasonably practicable, CONTROLLING exposure by

- o Totally enclosing the process:
- o Using partial enclosure and extraction equipment
- o General ventilation
- o Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training to that they know the risks they run and the precautions they must take.

## Appendix C – HEALTH AND SAFETY INSPECTION

### 1. Inspection

- o A Health and Safety inspection of the premises should be undertaken at least every twelve months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- o Appointed members of the Management, or a sub-group, should arrange to meet and carry out the inspection.
- o This inspection group will need to agree how each question needs to be answered.
- o When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Management.
- o The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response.
- o The whole form should be made available to members of the Management Committee.
- o The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box.

### 2. Risk Assessment

- o Risk assessments relate to activities within the premises or grounds o Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff AND volunteers.
- o Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding.
- o A risk assessment needs to be carried out whenever a new activity is envisaged.
- o Assessments need to be repeated whenever circumstances change:
  - Changes in layout of equipment
  - Observing trends on the accident form

- Changes in staff
- Introduction of new procedures, processes or materials

We request that our Staff, Volunteers, Member and Visitors respect this Policy, a copy of which will be available on demand.

Approved by the Senior Management.

For questions related to our Health and Safety Policy, please email [ESG@kiklosarchitects.com](mailto:ESG@kiklosarchitects.com).