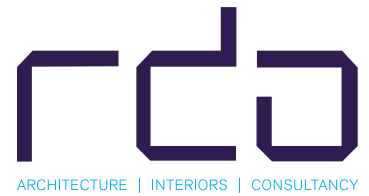


Health and Safety Policy



General policy – RDA Architects Limited is committed to the following:

To issue this Health and Safety Policy to all staff and to new staff members and to issue further or revised guidance from time to time on safety matters affecting the Practice. Staff are required to read the policy thoroughly and sign the relevant documentation confirming receipt of the issue/revision.

To consult with staff on matters affecting their health and safety and to provide the opportunity to raise health and safety matters at any time.

To receive proposals from staff, jointly or individually, for improving the effectiveness of these procedures and policies.

To regularly monitor and revise this policy and health & safety system as necessary, particularly as the business changes in nature and size.

The Policy in relation to individual staff – RDA Architects Limited is committed:

To provide healthy and safe working conditions for staff and for the safety of clients or other members of the public who may visit the premises.

To operate this policy in conjunction with the safety policies of the landlord of any property occupied by the Practice.

To give adequate information, instruction, training and supervision to staff on all aspects of their work to ensure, as far as reasonably practicable, their health and safety at work, including the safe handling and use of any equipment and hazardous substances.

To provide and maintain, where necessary, protective clothing and equipment and hard hats. In the UK The Personal Protective Equipment Regulations 2002 and the Personal Protective Equipment at Work Regulations 1992 (as amended) give the main requirements.

To record all accidents/injuries and notify any major accidents/injuries or work-related diseases to the enforcing authority. For UK regulations see Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Policy in relation to professional functions – RDA Architects Limited is committed:

To provide adequate control of the health and safety risks arising from the Practice's work activities.

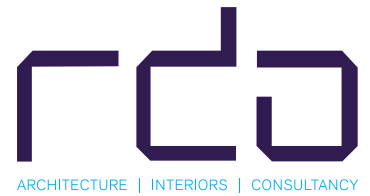
The design and specification of construction, demolition or installation work and the manner of its execution shall be such that safe working conditions are possible for all during the construction phase or after completion. For UK regulations see Section 6 of the Health and Safety at Work etc Act 1974 and the Construction (Design and Management) Regulations 2015 (SI No. 2015/51).

To obtain from Clients details of existing hazards or safety policies affecting their specific projects.

This is an abridged version of the RIBA Chartered Practice Environmental policy, updated March 2026

To encourage staff to report health and safety hazards to the (Practice Manager) (see 2.2 – Duties and Responsibilities of the Practice Manager).

To require clients or contractors to discharge in full their duty of care under the Act to staff of the Practice visiting or out-posted to clients' property or construction sites.



Health and Safety risk management:

- RDA Architects Limited, using competent persons will make suitable and sufficient assessment of all relevant risks or hazards affecting:
 - * The health and safety of its staff whilst they are working for the Practice;
 - * The health and safety of other persons not in its employment arising out of or in connection with the conduct of its undertaking. For UK regulations see the Management of Health and Safety at Work Regulations 1999).

This is an abridged version of the RIBA Chartered Practice Environmental policy, updated March 2026