
HEALTH AND SAFETY POLICY

We have a responsibility to keep all employees safe while they work at our premises at White Arkitekter UK Branch. Read more in this policy.

HEALTH AND SAFETY POLICY STATEMENT WHITE ARKITEKTER UK BRANCH

We have a responsibility to keep all employees safe while they work at our premises. To fulfil this responsibility, we will:

- provide adequate control of the health and safety risks arising from our work activities
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals
- to request the co-operation of all employees at White arkitekter AB UK Branch to effectively support the management and their respective colleagues – at whatever level - to maintain the course of actions of this stated policy.
- in order to minimise personal injury and safeguard the health and employees and other persons, White Arkitekter AB UK Branch aims to promote and maintain a high standard of safety. To achieve this, White Arkitekter AB UK Branch require the co-operation and assistance from all employees of all and any status within White Arkitekter AB UK Branch. White Arkitekter AB UK Branch also require the co-operation and assistance of all and any sub-contractor / sub-consultant.

All matters affecting health, safety and welfare are kept under constant review. This policy will be reviewed at least annually and/or when necessary, in the light of experience, changes in legislation, or changing business needs.

Signature 

Date 01-Jul-2026

Oskar Norelius
CEO
White Arkitekter AB



ORGANISATION AND RESPONSIBILITIES

Health & Safety is an important issue and all of us have a role in making and keeping our workplace safe. Please see the responsibilities for each of us as follows:

OFFICE DIRECTOR – H&S REMIT

The Office Director has a special health and safety remit. This person is responsible for:

- monitoring and auditing our health and safety procedures
- raising awareness and ensuring that all our employees know our policy and rules and have regular consultation about health and safety matters
- maintaining the safety records, investigating accidents, providing accident statistics and keeping a watching brief on safety legislation
- conducting our risk assessments, ensuring that any new equipment, substance or working practice is properly tested, and sufficient preventative measures are set up to address any identified risks
- ensuring that our Fire Risk Assessment is complete and up to date
- ensuring that separate risk assessments are done for pregnant workers and any young people who work for us
- ensuring that our obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment and display screen equipment are met
- ensuring that the first aid box(es) are checked on a regular basis and restocked where necessary
- ensuring that prompt action is taken regarding any reported damaged or defective equipment
- review the health and safety policy periodically and ensure that safety checks have been carried out
- ensuring the 'Health and Safety Law' poster is displayed.
- ensuring that all employees access competent advice.
- maintaining the safety records, investigating accidents, providing accident statistics and keeping a watching brief on safety legislation.

STUDIO MANAGERS (GC)

Our Studio Managers are responsible for:

- the effectiveness of our overall health and safety program
- ensuring proper procedures are in place to prevent injuries
- ensuring all employees know their roles and responsibilities in health and safety matters
- ensuring that adequate resources are available to train and make employees aware of health and safety risks
- ensuring that all Studio Managers are a role model in handling and promoting health and safety at work

OFFICE MANAGER

As Office Manager you will:

- ensure that each new employee gets induction training which covers the precautions and procedures appropriate to their specific job. This will ensure that new starters;
- are informed about the procedures for reporting accidents
- are made familiar with the emergency evacuation procedure
- are shown the location of first aid box (fire exits and firefighting equipment
- are introduced to the first aid personnel, fire wardens and the Office Director – H&S remit
- are advised that they will only work on tasks that they are able to carry out in a safe manner
- ensure that your employees follow our safety rules and procedures and that a good level of housekeeping is maintained
- ensure that your employees get any necessary protective clothing and that this is worn as instructed
- take appropriate action with regard to all reported defects
- ensure that all accidents are recorded
- ensure that your employees adhere to the proper procedures to prevent injury,
- ensure that you act as role model in safe behaviour
- ensure any remote employees complete a health and safety checklist
- keep up to date with health and safety matters applicable to the company

EMPLOYEES

As an employee you are responsible for doing everything you can to prevent injury to yourself, your colleagues and others affected by your actions or omissions at work. You are required to:

- ensure that you are aware of your responsibilities regarding health and safety
- follow safe working practices and not remove or alter any safety devices installed on equipment
- ensure that you are fully trained in the use of all equipment that is relevant to your job
- ensure that you record all accidents that occur in the workplace, using the accident book, and seek first aid treatment where appropriate
- report any accidents or injuries you incur, at customers' or suppliers' sites, to the appropriate authority on those premises as well as to your manager
- inform your intermediate manager of any serious or imminent danger and report any issues relating to safety arrangements
- seek guidance from your intermediate manager if you are in any doubt concerning any health and safety issue
- follow our general safety rules and maintain a good system of housekeeping, including keeping workspaces tidy
- inform any visitors with whom you are meeting of any health and safety risks and precautions they must take

BUILDING SAFETY ACT 2022

The Building Safety Act (BSA) 2022 (as later amended/implemented) is a new regulatory regime that seeks to ensure that designers and contractors are demonstrably competent to carry out their work and gives statutory duty holders clearly defined and mandatory roles to deliver projects safely and in compliance with Building Regulations. Following consultation on the new building control regime for higher-risk buildings (HRBs) and wider changes to the building regulations for all buildings in 2022, the Department for Levelling Up, Housing and Communities (DLUHC) has now published key pieces of secondary legislation for England (Part 3 of the Building Safety Act 2022).

The new legislation lays out details for new duty holder roles and duties, timelines and other changes to workflow and process. Duty holders are required to ensure they have competence (the necessary skills, knowledge, experience and behaviour) to carry out the design and building work they are engaged to do. They are also required to only undertake work within the limits of their competence.

Duties

White Arkitekter AB UK Branch's staff acting as Duty holders must:

- Ensure they understand the contents of this document and when to apply them.
- Seek to ensure that ongoing training is provided to meet competencies requirements.
- Ensure that they understand what is required of them and compliance with the practice's policies.

All members of staff at White Arkitekter AB UK Branch who intend to undertake the role of Building Regulations Principal Designer must assess their areas of competence as follows:

1. behavioural competence;
2. legislative and regulatory framework for compliance.
3. management of design work compliance; and
4. technical framework for compliance.

Ensure that they meet the following as outlined in this document:

- Minimum levels of competence

And

- Competency Requirements

And (where relevant)

- Additional Requirements for High Risk Buildings (HRB)

And

- White Arkitekter AB UK Branch's Company Requirements (inc. Complete Principal Designer Competency record)

This policy sets out our approach to ensuring compliance, training and competence and meet regulatory requirements set out in the Building Safety Act 2022) and its related legislation.

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

As an architectural practice, it is reasonable to state that this practice will act as principal designer or designer. It is therefore policy of the practice to ensure that it meets in full the responsibilities of the principal designer or designer, as set out under the Construction (Design and Management) Regulations 2015:

Duties

The practice will co-operate with other designers (as applicable) as the principal designer and will provide other relevant duty holders with details of the management and prevention of risks to health and safety created by the work.

The practice will provide Health and Safety information on its work and procedures as the Principal Designer as far as is reasonably practicable to allow their incorporation in the pre-construction information. The practice will obtain and receive, from the principal contractor relevant health and safety information relating to the various project as necessary for the "Health and Safety File".

SPECIFIC H&S ISSUES

Smoking

Our premises are designated "no smoking" areas and this must be observed at all times by all employees and visitors.

Alcohol and illegal drugs

Illegal drugs are not allowed on the premises. Any employee who is found with these substances or whose ability to work is impaired due to influence of any drugs may be suspended and/or subject to disciplinary action.

Pregnant women

Complete a risk assessment in respect of new and expectant mothers and include woman of child-bearing age. We will take all necessary steps to reduce any risk to pregnant women or her child.

Young workers

We will carry out a specific risk assessment before employing a young person (any person under the age of 18). We will also inform the next of kin if we identify any risk to health and safety and the preventative and protective measures we have taken.

Manual handling

Wherever possible the need for manual handling will be minimized. However, where necessary, we will provide you with information and training on safe handling.

VDU users /repetitive strain

We will carry out regular risk assessments for those employees who use VDUs on a regular basis. We will meet the cost of regular eyesight tests and also arrange for spectacles for VDU use where these are deemed necessary.

We will take all reasonable measures to reduce the risk of repetitive strain injury.

Security

We will make all reasonable efforts to provide secure premises so that all employees can enter and leave our premises safely.

Access to any potentially hazardous areas is signposted and limited to authorised persons. When leaving work at the end of a shift, employees are responsible for locking away confidential documents or valuable items.

Hazard reporting

Please report any potential hazard or unsafe working practice to your intermediate manager. If the hazard or unsafe working practice presents an immediate danger, you must report it to the most senior person present at the time. This person has the authority to take immediate action to alleviate the danger, including stopping work until further action is taken.

Any damaged or defective equipment should be reported to the appropriate manager immediately.

Authority to stop work

The managers have the authority to stop dangerous or illegal practices and, if necessary, may require employees to stop work.

Consultation

We will consult with all employees. We will inform you of any changes to working practices, amendments to our safety procedures or changes in legislation. In addition, we encourage you to raise any issues regarding health and safety with your intermediate manager.

SUPPORTING CODES, STANDARDS, PUBLICATIONS & SPECIFICATIONS

We understand that there is various applicable health and safety legislation necessary for compliance with our duties of care. Some are listed below; the list is not meant to be exhaustive.

Act of Parliament

- Health and Safety at Work etc Act 1974.
- Building Safety Act 2022

Regulations

- Health and Safety Injuries (Procedure) Regulations.
- Social Security (Claims and Payments) Regulations.
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR).
- Construction (Design and Management) Regulations (CDM).
- Health and Safety (Safety Signs and Signals) Regulations.
- Management of Health and Safety at Work Regulations and Amendments.
- Provision and Use of Work Equipment Regulations (PUWER).
- Lifting Operations and Lifting Equipment Regulations (LOLER).
- Manual Handling at Work Regulations.
- Workplace (Health, Safety and Welfare) Regulations.
- Personal Protective Equipment at Work Regulations.

- Health and Safety (Display Screen Equipment) Regulations.
- The Control of Asbestos Regulations.
- The Control of Substances Hazardous to Health Regulations (COSHH).
- Control of Vibration at Works.
- Work at Height Regulations
- Workplace (Health, Safety and Welfare) Regulations

Other.

- Regulatory Reform (Fire Safety) Order 2005.

Signature: 

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Company: WHITE ARKITEKTER AB