

Health and Safety Policy

Agnos Studio Limited

Document control

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Policy owner	Scott Boote, Director	Approved by	Scott Boote, Director

Revision history

Date	Revision	Description
22 April 2022	00	Initial issue
27 April 2023	01	Annual review
3 May 2024	02	Annual review
27 September 2026	03	Comprehensive review against current HSE guidance and practice arrangements

1. Statement of intent

Agnos Studio Limited is committed to preventing work-related injury and ill health and to protecting the health, safety and welfare of anyone who may be affected by our work, including employees, collaborators, clients, contractors and members of the public.

We will comply with the Health and Safety at Work etc. Act 1974 and other health and safety legislation relevant to our activities. Risk will be managed so far as is reasonably practicable, using the hierarchy of control and integrating health and safety into both our professional design work and our day-to-day business activities.

In particular, Agnos Studio Limited will:

- identify hazards, assess risks and put proportionate controls in place before work is undertaken;
- eliminate risks where reasonably practicable and otherwise reduce and control them, rather than relying on personal protective equipment as the first line of defence;
- provide suitable information, instruction, equipment and arrangements for work to be carried out safely;
- maintain appropriate competence through professional development, site inductions and task-specific training;
- consider physical and mental health, including risks associated with display screen work, home working, workload, lone working and travel;
- cooperate and coordinate with clients, designers, contractors and others, including in carrying out duties under the Construction (Design and Management) Regulations 2015;
- record, investigate and learn from accidents, incidents and near misses, and make statutory reports where required; and

- review performance and this policy at least annually, and sooner where there is a significant change, incident or relevant change in guidance or legislation.

Approved by: Scott Boote CEng BEng (Hons), Director

Signature: 

Date: 27 September 2026

2. Responsibilities

2.1 Director

The Director has overall responsibility for health and safety within Agnos Studio Limited and will:

- maintain this policy and ensure suitable risk-management arrangements are in place;
- make sure work is planned with adequate time, information and resources to be carried out safely;
- assess competence and obtain specialist advice where risks fall outside the company's knowledge or capability;
- maintain suitable equipment, PPE, insurance and business systems;
- manage the company's duties as a designer under CDM 2015 and only accept additional dutyholder roles where the company has the necessary skills, knowledge, experience, organisational capability and resources;
- ensure relevant health and safety information is obtained, shared and retained;
- maintain incident and near-miss records and make any required RIDDOR report; and
- review health and safety performance and implement improvements.

2.2 Anyone working for or on behalf of Agnos Studio Limited

Employees, associates, freelancers and others engaged by the company are expected, so far as relevant to their work, to:

- take reasonable care of their own health and safety and that of others who may be affected by their actions;
- cooperate with Agnos Studio Limited and other dutyholders and follow agreed safe systems, site rules and instructions;
- use equipment and PPE correctly and report defects;
- report hazards, unsafe conditions, incidents, near misses and health concerns promptly; and
- stop or withdraw from an activity where there is an immediate or uncontrolled risk of serious harm.

3. Health and safety arrangements

3.1 Risk assessment and planning

- General risks associated with office/home working and routine business activities will be assessed and reviewed periodically.
- Non-routine or higher-risk activities, including site visits, surveys and intrusive investigations, will be planned and risk-assessed proportionately before work starts.
- Pre-visit planning will consider the location, scope of inspection, access, known hazards, site contacts, lone working, travel, weather and emergency arrangements.
- A dynamic assessment on site may be used to respond to changing conditions, but it does not replace appropriate pre-planning.
- Controls will follow the hierarchy of elimination, substitution, engineering/collective measures, administrative controls and PPE.

3.2 Office, home working and display screen equipment

- Workstations used regularly for display screen work will be assessed and set up to support a neutral, comfortable working posture.
- Work will be organised to include regular changes of activity and breaks away from prolonged screen use.
- Eye and eyesight testing will be provided where required by the Display Screen Equipment Regulations.
- Electrical equipment will be visually checked, used in accordance with manufacturers' instructions and removed from use if damaged or unsafe.
- Work areas and access routes will be kept reasonably clear, well lit, ventilated and free from avoidable slip, trip and fire hazards.
- Home-working arrangements will consider DSE, stress, accidents and emergencies, and lone-working risks in the same proportionate way as other workplaces.

3.3 Site visits, surveys and external premises

Site visits are a significant part of the company's risk profile. Before and during a visit:

- relevant pre-construction and site information will be sought where reasonably available, including known hazards, access restrictions and applicable site arrangements;
- site inductions and sign-in/out procedures will be followed where required, and the person controlling the premises or site will be contacted where appropriate;
- suitable PPE will be selected for the actual risks and site rules, inspected before use and kept in serviceable condition;
- safe access and egress will be confirmed before entering areas of work; Agnos Studio Limited will not rely on improvised access arrangements;
- particular caution will be applied to moving vehicles and plant, open edges, fragile surfaces, excavations, temporary works, unstable or fire-damaged structures and partially completed construction;
- where an existing building may contain asbestos, available asbestos information will be requested before any activity that could disturb building fabric; suspect materials will not be disturbed;
- roof access and other work at height will be avoided where the inspection can reasonably be completed from a safer position. Fragile roofs and surfaces will be treated as unsafe unless confirmed otherwise and suitable access/protection has been provided by competent persons;
- confined spaces, unsupported excavations, voids and other high-risk areas will not be entered unless entry is necessary, specifically planned, risk-assessed and supported by a suitable safe system and emergency arrangements;
- intrusive investigations will only be undertaken where their scope, hazards and controls have been agreed; and
- if site conditions differ materially from those expected, or controls are inadequate, the visit or relevant activity will be stopped until a safe approach is agreed.

3.4 CDM 2015 and design risk management

Agnos Studio Limited recognises that structural engineering decisions can create, eliminate or influence risks during construction, maintenance, use and eventual alteration or demolition.

- Designer duties under CDM 2015 will be considered on all projects where Agnos Studio Limited prepares or modifies designs for construction work, including domestic projects.
- Design work will take account of relevant pre-construction information and foreseeable health and safety risks.
- Foreseeable risks will be eliminated where reasonably practicable; remaining significant risks will be reduced or controlled through the design.

- Relevant residual risk information will be communicated clearly to those who need it, concentrating on unusual or significant risks rather than generic construction hazards.
- Agnos Studio Limited will cooperate and coordinate with the client, principal designer, other designers and contractors as appropriate and will respond to relevant design risk information received during the project.
- The company will maintain skills, knowledge and experience proportionate to the complexity and risk of the work undertaken.

3.5 Lone working

- Lone working will be considered in the risk assessment for site visits and other off-site activities.
- The business calendar or equivalent record will identify the location and expected duration of site visits where appropriate.
- A charged mobile phone will normally be carried and a check-in or escalation arrangement will be used where the level of risk warrants it.
- Activities that rely on immediate assistance, rescue or close supervision will not be undertaken alone.
- If a lone worker cannot be contacted following an agreed check-in or return time, the agreed escalation process will be followed.

3.6 Driving and travel for work

- The need for travel will be considered before a journey is made, and remote meetings will be used where they are a sensible alternative.
- Journeys will be planned with adequate time, suitable routes, rest breaks and allowance for weather and traffic conditions.
- Anyone driving for work must be fit to drive and hold an appropriate licence and insurance; vehicles used for work must be roadworthy and legally compliant.
- Handheld mobile phones will not be used while driving. Calls, messages and navigation changes will be dealt with only when safely parked or through lawful hands-free arrangements that do not create distraction.
- Driving will be postponed or interrupted where fatigue, severe weather or other conditions make the journey unsafe.

3.7 Equipment, manual handling and PPE

- Equipment used for work will be suitable, maintained and used only for its intended purpose.
- Manual handling will be avoided or reduced where reasonably practicable; awkward or heavy items will be split, mechanically assisted or handled with help where needed.
- PPE is a supplementary control and will not be used as a substitute for eliminating or reducing risk where better controls are reasonably practicable.
- Defective PPE or equipment will be removed from use and replaced.

3.8 First aid, fire and emergency arrangements

- First-aid needs will be reviewed in proportion to the company's activities, with suitable first-aid supplies and arrangements for summoning assistance available.
- Emergency and fire arrangements for premises used by the company will be understood and maintained as appropriate; when visiting other premises, the host or site emergency arrangements will be followed.
- Emergency contacts and relevant site information will be accessible during off-site work.
- No one working for Agnos Studio Limited is expected to attempt a rescue from a confined space, unstable structure or other hazardous area unless specifically trained, equipped and covered by a planned rescue arrangement.

3.9 Work-related stress and wellbeing

Work-related stress is treated as a health and safety risk rather than solely a wellbeing issue. The company will use a proportionate approach informed by the HSE Management Standards.

- Workload, deadlines and working hours will be planned to avoid sustained excessive demands.
- Regular breaks, reasonable flexibility and time away from work will be built into normal working arrangements.
- Signs of excessive workload, fatigue or stress will prompt a review of priorities, capacity, deadlines and support.
- Working arrangements will be reviewed after significant personal, organisational or workload changes where these may affect health or safety.

3.10 Accidents, incidents, near misses and RIDDOR

- Accidents, work-related ill health, significant incidents and near misses will be recorded at a level proportionate to their seriousness and potential consequences.
- Events will be reviewed to identify immediate and underlying causes and any changes needed to working arrangements or risk controls.
- Where the statutory criteria are met, the responsible person will make a report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Serious or recurring events will trigger an immediate review of relevant risk assessments and this policy.

3.11 Associates, freelancers and contractors

- People engaged to work on behalf of Agnos Studio Limited will be selected with regard to competence appropriate to their role and the risks involved.
- Relevant health and safety information will be exchanged before work begins and interfaces with clients, site dutyholders and other contractors will be coordinated.
- Where another organisation controls the premises or construction site, its reasonable health and safety arrangements will be followed unless doing so would create an unacceptable risk.

3.12 Training, competence and information

- Professional and health and safety competence will be maintained through CPD, experience and task-specific training.
- Site inductions and specialist briefings will be completed where required.
- Work outside the company's competence or normal risk profile will not be undertaken without obtaining suitable specialist support or making alternative arrangements.

3.13 Monitoring and review

- This policy will be reviewed at least annually.
- An earlier review will be carried out after a significant incident or near miss, a substantial change in the company's activities or working arrangements, the introduction of new equipment or technology that changes risk, or a relevant change in legislation or authoritative guidance.
- Risk assessments, incident records, training records and site-visit arrangements will be used to inform the review.
- Where Agnos Studio Limited employs or regularly engages additional people, the policy and supporting arrangements will be expanded and communicated accordingly.

4. Supporting records and guidance

The following records should be maintained where applicable to support this policy:

- general office/home-working risk assessment;
- DSE workstation assessment;
- site-visit or task-specific risk assessments for non-routine or higher-risk activities;
- lone-working/check-in arrangements for higher-risk visits;
- incident and near-miss log;
- training, induction and relevant CPD records; and
- records of significant design risk information communicated under CDM 2015.

Key legislation and HSE guidance informing this policy includes, where relevant:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Construction (Design and Management) Regulations 2015;
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Health and Safety (First-Aid) Regulations 1981;
- Work at Height Regulations 2005;
- Control of Asbestos Regulations 2012;
- Confined Spaces Regulations 1997; and
- current HSE guidance on lone working, work-related road risk, stress and home working.

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