

1.01 JDDK HEALTH AND SAFETY AT WORK POLICY



JDDK's Health and Safety at Work Policy is implemented through the arrangements set out in Section 1 of JDDK's Health and Safety Handbook. The handbook is in two sections:

- **Section 1: JDDK's Health and Safety at Work Arrangements**
 - JDDK Health and Safety at Work Policy Part 1: Statement of Intent
 - JDDK Health and Safety at Work Policy Part 2: Responsibilities for Health and Safety
 - JDDK Health and Safety at Work Policy Part 3: Arrangements for Health and Safety at Work

- **Section 2: JDDK's Construction Design and Management Regulations Arrangements**
 - JDDK CDM Regulations Policy Part 1: Statement of Intent
 - JDDK CDM Regulations Policy Part 2: Responsibilities for CDM Regulations at JDDK
 - JDDK CDM Regulations Policy Part 3: Arrangements for CDM Regulations at JDDK

The objective of the handbook is to provide all personnel with information about required procedures relating to office and site health and safety and on project health & safety as designers with CDM obligations.

The arrangements within the handbook are regularly (annually as a minimum) monitored, reviewed, and updated with input from JDDK's Health & Safety Advisors, with the objective of producing safe methods of work. Monitoring, reviewing, and updating is both proactive and reactive, in response to such matters as:

- Organisational change
- Legislative and regulatory changes
- Project reviews and results from monitoring

New staff are given training on the arrangements within the JDDK's Health and Safety Handbook on induction and is available to view by all staff on JDDK's internal file server system. All parts of the handbook are available for review by those outside JDDK on request.

Contents of JDDK's Health and Safety Handbook Section 1: JDDK's Health and Safety at Work Arrangements:

- 1.0 JDDK Health and Safety at Work Policy Part 1: Statement of Intent – see below
- 2.0 JDDK Health and Safety at Work Policy Part 2: Responsibilities for Health and Safety – see below and Organogram (1.02)
- 3.0 JDDK Health and Safety at Work Policy Part 3: Arrangements for Health and Safety at Work – see below and documents (1.03 – 1.17)

1.0 JDDK Health and Safety at Work Policy Part 1: Statement of Intent:

JDDK Architects (referred to as JDDK or "the company" below) have a firm commitment to address their duties as an employer as defined within the Health & Safety at Work act 1974 and on projects which comply with the Construction (Design and Management) Regulations 2015. It is JDDK's policy to comply with all health and safety Legislation: Acts; Regulations; Codes of Practice and other guidance.

JDDK consider health and safety to be one of the cornerstones of our business in its services and procedures. In order to work to this principle, we will, so as far as reasonably practicable:

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- Provide adequate control of health and safety risks arising from our work activities, accepting our responsibility for health, safety and welfare of others (public, contractors and visitors) who may be affected by our business
- Consult with our employees on matters affecting their health and safety
- Provide information, instruction and supervision for employees
- Ensure employees are competent to do their tasks, and to give them adequate training
- Maintain safe and healthy working conditions and equipment
- Prevent accidents and cases of work-related ill health

This Health and Safety at Work Policy is kept up to date by periodical reviews (at least annually) and takes into account any new equipment, processes or changes to work which affect health and safety.

2.0 JDDK Health and Safety Policy Part 2: Responsibilities for Health and Safety

JDDK Director **Nicola Watson** has overall responsibility for health and safety and is responsible for the implementation, monitoring, and review of the policy and to whom reference should be made in the event of a difficulty in the implementation of, or non-compliance with the company's stated policy.

Tristan Cooper, Associate Director, has day to day responsibility for ensuring the policy is put into practice.

Romanda Jobson, Administrator, is responsible for implementation of office health and safety arrangements.

See following "1.02 JDDK Health and Safety at Work Organogram".

All JDDK staff should:

- co-operate on health and safety matters with JDDK Directors and those with health and safety responsibilities
- comply with all JDDK's arrangements for health and safety
- take reasonable care of their own health and safety

CK21 Ltd are appointed as JDDK's (external) Health and Safety Advisors.

3.0 JDDK Health and Safety at Work Policy Part 3: Arrangements for Health and Safety at Work

JDDK's arrangements for health and safety at work are set out in documents as follows:

- 1.03 JDDK Certification (CHAS & RIBA)
- 1.04 JDDK Control of Contractors Policy
- 1.05 JDDK Control of Substances Hazardous to Health (COSHH) Policy
- 1.06 JDDK Display Screen Equipment Policy
- 1.07 JDDK Electrical Safety Policy
- 1.08 JDDK Fire Safety at Work Policy
- 1.09 JDDK Accidents and First Aid at Work Policy
- 1.10 JDDK Health and Safety at Work Risk Assessment Procedures and Completed Risk Assessments
- 1.11 JDDK Health and Safety Induction and Training Policy
- 1.12 JDDK Health Surveillance Policy
- 1.13 JDDK Lone Working Policy

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- 1.14 JDDK Manual Handling Policy
- 1.15 JDDK Wellbeing, Mental Health, and Occupational Stress Management Policy
- 1.16 JDDK Work Equipment Policy
- 1.17 JDDK Welfare Provision

A handwritten signature in black ink, appearing to read 'Nicola Watson'.

Nicola Watson, JDDK Director
January 2026