

HEALTH AND SAFETY POLICY STATEMENT

The Company will take positive measures to promote health and safety at work and ensure safety so far as is reasonably practicable as a mutual objective and commitment for management and employees at all levels. These measures will also be aimed at protecting others who may be affected by our work or visit our premises.

Senior management recognises its responsibilities to create the right circumstances and conditions to prevent personal injury and damage to property, and to protect employees and others from foreseeable work hazards arising from their acts or omissions. The policy will be subject to regular reviews (minimum annually) including where there are any changes in circumstances or legislation modifications and circulated to all employees.

Our health and safety policy is to employ personnel who have the skills, abilities and competence for the role and level of responsibility they hold and to work in a structured organisation where they can plan and review actions taken for the services provided and help to continually improve the working environment for all staff and the health and safety standards.

Our objectives are to maintain a good relationship with the staff to ensure health and safety risks are eliminated or reduced through good communication, co-operation, management control and discipline.

Mr M Wetton, Mr J Sandy and Mrs M Keys our Directors have the overall responsibility for Health, Safety and Welfare throughout the Company with Mrs H Stockman, HSQE Manager, providing general Health and Safety advice and support to all staff. Heads of Departments are responsible for making all staff aware of their particular responsibility in respect of Health, Safety and Welfare for themselves and employees under their control. All employees are to ensure their own Health, Safety and Welfare and that of others around them and are to report anything they feel to be unsafe immediately to the Management. The procedure for reporting accidents and risks is outlined to all employees as part of their induction to the company. All accidents will be investigated, logged and monitored, under RIDDOR, by the Company HSQE Manager.

In order to ensure this general statement is achieved, the following will form the Company aims and objectives to eliminate/reduce risks or hazards by:

1. Identify hazards in the workplace, assessing the risks related to them and implementing appropriate preventative measures.
2. To concentrate on the elimination of health & safety risks to persons as a first priority, then on risk reduction, prevention or injury and loss due to damage.
3. Maintain safe and health work conditions.
4. Consult with employees on matters of health & safety.
5. Ensure that the tasks given to employees are within their skills, knowledge and ability to perform.
6. The Company will ensure that all staff are given the necessary information, instruction, training and supervision for the role they perform.
7. The Company will ensure that there is adequate information, instruction, training and supervision given to all others (e.g. clients, contractors, consultants, etc.) on all matters affecting the Health, Safety and Welfare during their visit.
8. The Company will ensure employees are adequately trained and competent and given the necessary equipment when working off site (e.g. confined spaces, occupied premises).

9. All new employees are given a copy of the Health & Safety Policy as part of their induction on joining the Company and all staff are issued with a new copy when changes have been made to the policy.
10. The Company will ensure that at least one permanent member of staff at each permanent office is suitably trained to undertake First Aid duties. The First Aid box and accident log is kept in the First Aid cupboard in the kitchen. The Company 1st Aider is Mandy Keys.
11. The Company will ensure all designers are fully aware of their responsibilities to comply with the CDM Regulations 2015 when preparing a design for the client. They will also inform all clients of their duties under these Regulations.
12. The Company will arrange eye tests as requested, for employees using Display Screen Equipment on a permanent basis and health checks to those who will be working in hazardous areas.
13. The HSQE Manager will report any incidents under RIDDOR to the Local Authority, follow up and investigate such occurrences and monitor all incidents on a regular basis.
14. The Company will provide and keep in good repair and give training for use for tools, plant and equipment required for the task. All employees must safeguard these tools and have a duty to report any defects to their line manager.
15. Employees must also take special care when using scaffolding, lifting gear and other equipment provided by others (i.e. contractors). This equipment falls outside the Company's Safety Policy in respect of condition and suitability for use. The Company is responsible for ensuring that the provider has in place an adequate safety policy that addresses the provision and use of such equipment. All employees are to report any defects to the Management who will then contact the provider immediately to rectify the defect.
16. The Company will provide, keep in good repair and ensure the proper use of PPE. All employees must safeguard this and have a duty to report any defects to their line manager.
17. The Company will ensure there is sufficient fire fighting equipment, which is to be inspected by a professional consultant; ensure all fire exits are clear and clearly marked and that all employees/ others are aware of the fire/emergency precautions and procedures.
18. The Employees will be made aware of the relevant regulations (e.g. COSHH, Manual Handling, Noise, DSE, etc) and will be responsible for following correct procedures and reporting any deficiencies to their line manager.
19. The employees will be made aware of the handling/reporting of hazardous substances such as asbestos and lead.
20. The Company will provide the necessary support for employees who will be lone working.
21. The Company will, during fee budgeting, take due account of all requirements necessary to ensure the Health, Safety and Welfare of employees in the workplace.
22. The Company will monitor the effectiveness of the policy on a regular basis, look at ways to continually improve safety performance and carry out safety inspections at our office.

Health and safety documentation and records are kept by the HSQE Manager and will be made freely available to visitors, clients and any other person(s) who may be affected by our undertakings, and are easily accessible to all employees for their reference. Employee will be made aware of this facility during their induction, and are obliged to familiarise themselves with the contents of the Health and Safety Manual as it contains essential information for their health, safety and welfare. Should any employee have any questions on any health and safety related matter, they must raise it with the HSQE Manager and/or Director.

The Company expects employees to co-operate in implementing this policy; to comply with the relevant sections of the Health and Safety at Work Act 1974 and subsequent legislation; and to exercise all reasonable care for their own health and safety as well as others who may be affected by their acts or omissions.



SIGNED

M Wetton, Director

DATED 22 May 2024