

# ARCHITECTURE LIMITED

## HEALTH & SAFETY POLICY STATEMENT

- 1.1.0 ARCHITECTURE LIMITED believes that it is possible to conduct its affairs and those of its clients in such a way that the health and safety of its employees and subcontractors and of its visitors can be safeguarded and that loss and damage to property can be avoided. The company intends to provide the safest and healthiest conditions possible. In order to do so it needs to enlist the co-operation of all its members, shareholders, directors, employees and contractors, and indeed its clients. All those connected with the company are reminded that the best of policies cannot succeed without the fullest and practical support from everyone concerned.
- 1.2.0 ARCHITECTURE LIMITED will take every reasonable step to provide safe and healthy working conditions and to prevent fire and other damage.
- 1.3.0 Employees, contractors, clients and visitors are expected to understand that it is to their own advantage to avoid risks, to use the safest equipment, to follow the safe working procedures laid down and to maintain their work places in a safe and tidy condition. Indeed it is a legal requirement to do so. It is a personal and corporate responsibility to be aware of the requirements of the Health and Safety at Work Act 1974, and to comply with it. Each member and associate of the firm is responsible for their own safety and the safety of those working around them.
- 1.4.0 Deliberate acts or omissions causing danger or hazard shall be regarded as a breach of discipline and will be dealt with accordingly. Similar acts by others with whom the company does business, whether as supplier or as client, will be investigated and where a proven act or omission has occurred the offending party will be asked to change their practices or otherwise correct the danger or hazard, failing which the company will arrange to cease to conduct business with them as soon as possible.
- 1.5.0 ARCHITECTURE LIMITED will attempt to ensure that it and its employees and contractors deal with health and safety in a serious and intelligent fashion and that they have the information, training and resources needed to this end. All employees are free to call on the services and advice of the appointed independent safety consultant.
- 1.6.0 ARCHITECTURE LIMITED recognises that it operates in a most dangerous industry with particular traditional hazardous practices. It will take positive action to redress these and will encourage its clients and contractors to do the same.
- 1.7.0 Where the company works on sites controlled by others, the Senior on site is to establish what is the host organisations safety policy and arrangements, and is to ensure that all ARCHITECTURE LIMITED personnel comply with them. If any conflicts or deficiencies are identified they are to be referred to the office immediately for action and resolution.
- 2.1.0 The person in ARCHITECTURE LIMITED with overall responsibility for Health & Safety is Mr IAN GORDON; he can be contacted on 020 8293 3617 or 07831 180 184 (or 020 8858 2020 out of hours).
- 2.2.0 The person directly responsible for Health & Safety in 5 & 6 Turnpin Lane, for staff based there and for projects run under the style of ARCHITECTURE LIMITED and for all overseas projects is Mr IAN GORDON; he can be contacted on 020 8293 3617 or 07831 180 184 (or 020 8858 2020 out of hours).
- 2.3.0 This clause deleted
- 2.4.0 This clause deleted
- 2.5.0 The person directly responsible for Health & Safety on sites on behalf of the company is the Senior in charge as nominated by Mr I Gordon, or the first person from the company to be on site. The nominated person shall ensure that all ARCHITECTURE

LIMITED staff know who to contact in case of emergency, including the display of appropriate telephone numbers.

2.6.0 All persons in offices and on sites are to be made aware that it is their responsibility to be aware of the company policy, as well as of the Health & Safety at Work Act 1974 and that they must comply with them.

2.7.0 In the case of an emergency the procedure to be followed is:

- a. Comply with the local procedures established on site
- b. Ensure that all ARCHITECTURE LIMITED staff and subcontractors are accounted for
- c. Render such assistance as is appropriate to the site management and to the authorities
- d. Telephone Mr I Gordon at the office or on his mobile phone and advise him of the incident, and comply with his instructions. If the answering machine replies, record the details of the incident and contact Mr I Gordon on 020 8858 2020. If he is out, record the details on his machine and give a number where he can call you back.
- e. Ensure that the details of the incident are recorded in the site accident and/or scaffold book, in your own site diary and in a file note placed in the job file.
- f. If an injury is involved, ensure that the injured person is cared for and assisted home and that the relatives are advised.

2.8.0 Site accommodation, toilets, canteens and first aid facilities are normally provided by the site management. If this is not the case the management of ARCHITECTURE LIMITED will advise staff of the specific arrangements. The first person from the company to be on site should identify the facilities and must inform Mr I Gordon of any deficiencies. If there are no first aid facilities, a first aid kit is to be purchased immediately on the first day from petty cash.

2.9.0 Full protective clothing appropriate to the site must always be worn. In particular, hard hats and safety shoes are mandatory. Safety shoes are personal and should be purchased by the employees, of an approved pattern. Hard hats are normally issued by site management and must always be worn in identified hard hat zones. Specialist clothing and equipment will be provided by the company when identified, and no task is to be undertaken until it is provided. The instructions provided with such equipment must be adhered to .

2.10.0 No member of the company is to enter any confined space requiring breathing equipment.

2.11.0 No asbestos work is to be surveyed or inspected unless there is an approved method statement which has been agreed in advance with the local Environmental Health Officer or with the Health & Safety Executive as appropriate. The approved working method is to be adhered to. All such surveys and inspections are to be notified in advance to Mr I Gordon.

2.12.0 No work involving noxious chemicals is to be undertaken prior to the advice of the company Safety Consultant being sought. All work methods are to be approved by him, and Mr I Gordon is to be notified in advance of such work proceeding.

◇ Signed .....

◇ IAN GORDON, Director

◇ Date .....