

Health and Safety Policy Statement

(Please Refer to Anthony Keith Architects Ltd FULL Health and Safety Policy and Procedures Document).

Anthony Keith Architects Limited (The Practice) recognise and accept their responsibilities under the Health and Safety at Work Act 1974 and this statement forms part of our health and safety policy as required under Section 2 (3) of this Act. We are committed to ensure that the health, safety and welfare of all employees and those who may be affected in any way by our undertakings, is of the highest possible standard, so far as is reasonably practicable.

It is our policy to comply with all Health and Safety Legislation, Acts, Regulations, Codes of Practice and other guidance. We will endeavour to provide a healthy working environment including, premises, equipment and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

To ensure the policies are understood and implemented we will provide suitable and sufficient information, instruction, supervision and training for employees. Employees must comply with any instruction; information or training provided and follow the arrangements and safe systems of work, including the use of any personal protective equipment/clothing.

Every employee must co-operate with us to ensure our statutory obligations are observed. The successful implementation of this policy requires total commitment from all levels of The Practice. Each employee has a legal obligation to take reasonable care of themselves and others, who may be affected by any act or omission carried out by that employee. All employees therefore have a legal duty to follow company rules and procedures with regards to Health and Safety.

Adequate facilities and arrangements will be maintained which will enable employees and their representatives to raise issues of Health and Safety. Employees themselves are actively encouraged to discuss any Health and Safety concerns with their Supervisors or the Directors and an open door policy is adopted in such circumstances.

The Practice's aims and objectives are to take all reasonable measures to ensure that the health, safety and welfare of all its employees, in fulfilment of its moral, legal and economic responsibilities. These measures are also aimed at protecting others who may be affected by our works. The Practice will ensure that it has made adequate financial provisions for the implementation of Health and Safety legislation and its procedures and safe working practices.

Competent people are appointed as required to assist us in meeting our statutory duties including, where appropriate, specialist advice from outside the organisation.

The Practice undertakes training programmes to advise employees of any necessary statutory and company revisions to Health and Safety arrangements. Relevant safety issues and new safety information will be displayed and notified to all employees.



The Practice is committed to providing the necessary resources in order to meet the aims and ambitions of this policy. General responsibility for Health and Safety exists at all levels throughout the Practice, however, the Directors accept overall responsibility for all matters, including those regarding health, safety and welfare and is responsible for ensuring that the safety policy is implemented and monitored within the workplace to ensure that safe conditions are maintained. Where risks are identified the Directors will ensure that these are rectified, so far as is reasonably practicable.

The Practice ensures that adequate welfare facilities; toilets, drinking water, washing facilities, temperature, ventilation, lighting and first aid equipment are available and maintained. All employees have access to this Health and Safety Policy. The Policy will be revised and amended accordingly in the light of legislative or organisational change and will take into account any new equipment, processes or changes to work which affect Health and Safety. It will be kept up to date by periodic reviews (at least annually) and will be regularly monitored to ensure that the objectives are being achieved.

This Policy is communicated to all employees, suppliers and sub-contractors and is made available to the public.

Daniel Cogdon:
Director



Date: 3rd January 2018

