

## **HEALTH & SAFETY POLICY STATEMENT**

Ian Ritchie Architects considers health and safety at work to be of fundamental importance. We have always strived to create a humane organisation where the welfare of people is of central concern. This applies to our own employees and to those who visit our premises, but it also affects those with whom we collaborate, those to whom we provide our professional skills and the users of the buildings we design. Since operating our Health and Safety policy from 1990 we have had no reportable incidents.

### **General Policy**

- To issue this Health and Safety Policy and Manual to all staff and to new staff members and to issue further or revised guidance from time to time on safety matters affecting the Practice. Staff are required to read the Policy and Manual and sign the relevant documentation confirming receipt of the issue/revision;
- To consult with staff on matters affecting their health and safety and to provide the opportunity to raise health and safety matters at any time;
- To receive proposals from staff, jointly or individually, for improving the effectiveness of practice procedures and policies relating to Health and Safety;
- To regularly monitor and revise this Policy and Health & Safety Manual as necessary, particularly as the business changes in nature and size.

### **Policy in relation to employees and persons visiting IRAL premises:**

- To provide healthy and safe working conditions for staff and for the safety of clients or other members of the public who may visit the premises;
- To give adequate information, instruction, training and supervision to staff on all aspects of their work to ensure, as far as reasonably practicable, their health and safety at work including the safe handling and use of any equipment and hazardous substances;
- To ensure that risk assessments are carried out for tasks that involve new, unfamiliar or unusual activities;
- To ensure that staff are adequately briefed when visiting 3<sup>rd</sup> party premises, production facilities and construction sites;
- To ensure that all staff visiting construction sites obtain a valid CSCS card;
- To provide and maintain, where necessary, protective clothing and equipment and hard hats in accordance with the Construction (Head Protection) Regulations 1989 (SI No. 2209);
- To record all accidents/injuries and notify any major accidents/injuries or work related diseases to the enforcing authority in accordance with current regulations – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 95).

### **Policy in relation to professional services:**

- To provide adequate control of the health and safety risks arising from the Practice's work activities;
- To comply with the requirements of Section 6 of the Health and Safety at Work etc Act 1974 and the Construction (Design and Management) Regulations 2007 (SI No. 320) that the design and specification of construction, demolition or installation work and the manner of its execution shall be such that safe working conditions are possible for all during the construction phase or after completion;
- To obtain from Clients details of existing hazards or safety policies affecting their specific projects;
- To encourage staff to report health and safety hazards to the Practice Manager;
- To require clients or contractors to discharge in full their duty of care under the Act to staff of the Practice visiting or out-posted to clients' property or construction sites.,