

## ADG HEALTH & SAFETY POLICY STATEMENT

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Health and Safety is a fundamental consideration for all architects and designers. It should be part of everyday working both with activities inside the office and on every project. There is both a legal and professional responsibility to ensure understanding and application of health and safety principles at all times.

The Directors of the Architects Design Group are committed to the principles of operating within a culture of effective Health & Safety Management. We adhere to a policy of maintaining an effective Health & Safety Policy, guidance and Risk Management System thus ensuring a safe working environment for all staff.

This Policy is devised in order to reduce the likely risk of accidents and to ensure that the correct procedure is carried out should they occur.

The company believes that successful implementation of the policy depends upon the cooperation of employees who also have responsibility to take reasonable care for their own health and safety and for the healthy and safety of others who may be affected by their actions.

The company will take all steps within its power to meet its responsibility under the Health and Safety at Work Act 1974 to ensure as far as is reasonably practicable:

- A safe place to work and safe access to it;
- A healthy working environment
- The provision and maintenance of plant, equipment and systems of work that are safe;
- Sufficient information, instruction, supervision and training to enable employees to avoid hazards and contribute positively to their safety and health at work;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Adequate welfare facilities;
- Measures to protect third parties who visit or make use of the premises, including members of the public and contractors.

ADG will ensure that it satisfies the requirements of the Health and Safety at Work Act 1974 and all other relevant Health and Safety Legislation, approved Codes of Practice, Guidance Notes and British Standards.

The policy will be issued to all current members of staff and to all new members through our induction process. It will be reviewed annually by the Board of Directors.

We will observe the requirements of the Health and Safety Act 1974, Management of Health and Safety at Work Regulations 1992 and all other relevant regulations, Codes of Practice, HSE Guidance Notes and recommendations made by Environmental Health Officers during visits.

Appropriate preventative and protective measures are and will continue to be implemented and this policy will be updated as required to reflect changes to the business and also reviewed annually to ensure its effectiveness.

