

COLLECTIVE ARCHITECTURE

Introduction

The Company recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including the responsibility to:

- Provide and maintain a safe and healthy place of work.
- Provide adequate information, instruction, training and supervision.
- Provide and maintain plant and equipment and safe systems of work.
- Ensure safe access to and from the places of work.
- Work to prevent accidents and work-related ill health.

General Health and Safety

The overall responsibility for health and safety lies with the Directors.

Barry Crawford has been appointed as the Competent Person who has day to day responsibility for managing health and safety.

The Management are committed to achieving the highest standards of health and safety throughout the Company.

The Management are also committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to the Company's work activities.

The Management team will ensure that assessments of all areas of work activities are carried out regularly, to identify hazards and work to prevent instances of injury, disease and dangerous occurrences arising.

The Management are also committed to ensuring that the work done by the Company does not adversely affect the health and safety of any contractors or of members of the public.

The Management are fully committed to providing safe and healthy working conditions and adequate welfare facilities for all colleagues

The Company will strive to maintain excellence in health and safety matters and in this respect, colleagues and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. The Company will always consult with colleagues on these matters.

The Management will, so far as reasonably practicable, ensure that the Company provides adequate financial resources to meet these objectives.

Copies of this policy are to be available to all colleagues and other interested parties.

Appointed Person's Duties

- To ensure that all the Company Directors and colleagues are aware of their individual Health and Safety responsibilities.
- To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.
- To arrange appropriate training for all colleagues.
- To create and maintain a Training Matrix for all colleagues
- To ensure that Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc) are carried out as needed.
- To ensure follow up action as needed.
- To promote an interest and responsible attitude towards Health and Safety matters throughout the Company.
- Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
- Ensure that all necessary PPE is provided to employees, and that instruction is given on its use.

Signed on behalf of the Directors:

A handwritten signature in black ink, appearing to read 'NMcL', followed by a period.

Nicola McLachlan
1/4/24

Position: Director/Architect