

Health and Safety Policy Statement

Health and safety policy statement

Your personal health and safety is of utmost importance to the company and DESIGNMAP are committed to providing a safe and healthy workplace for our staff and others, thereby contributing towards the success and future security of our business.

The company is committed to ensuring the health and safety of its employees. We fully accept that we are responsible for all our employees as well as other persons who may be affected by our activities. We will take any necessary measures to ensure that as a minimum, our statutory duties are met at all times.

DESIGNMAP aims to, so far as is reasonably practicable, prevent injury or ill health to its employees.

The management of the company will ensure it provides all employees with the necessary induction training, information and supervision to enable them to carry out their duties in a safe manner.

Adequate arrangements will be made to enable employees to raise issues of health and safety as part of regular staff meetings.

The company recognises that there may be occasions where specialist advice may be necessary. In such circumstances, the services of competent external advisors will be sought.

The company requires all employees to co-operate with this policy to enable statutory duties to be complied with. Responsibility for managing and controlling risks rests with its Director. Every employee has a legal obligation to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

This policy statement provides a brief summary and is supported by written documentation and procedures. The policy will be reviewed in the light of changes in legislation and organisational changes.

Your Health and Safety Officer is:

Your First Aider is:

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Health and Safety Policy

Health and Safety at Work 1974

The Company is required under Section 2(3) of the above Act to prepare and circulate a written policy statement with respect to health and safety at work.

The Company's safety policy is in three parts as follows:

1. General policy with regard to health.
2. Organisation for carrying out the policy.
3. Arrangements for carrying out the policy.

General Policy

- a) It is the policy of the company to provide safe and healthy working conditions for all staff and to ensure that our work does not adversely affect the health and safety of anyone else.
- b) The company will be pleased to consult with staff over any matter concerning health and safety.
- c) Should any situation arise where expert advice is required in respect of any particular case then the company will be pleased to seek and act upon whatever expert advice is necessary.
- d) The company will make available relevant literature relating to health and safety at work in the office and on construction sites together with a copy of Health and Safety at Work Act 1974.
- e) It is essential that all members of staff, in the interest of all concerned, support the company's policy in order to achieve its objectives.

Signed

Daniel Sutton, Director

Date

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Organisation

1. The Director is responsible for health and safety and will:

- 1.1 Plan the organisation and implementation of a safety management system and allocate the necessary resources to it.
- 1.2 Establish clear lines of communication on health and safety matters throughout the Practice.
- 1.3 Ensure that the implementation of this Policy is monitored.
- 1.4 Ensure that any shortcomings revealed by such monitoring are rectified as soon as reasonably practicable.
- 1.5 Ensure that the Policy is reviewed annually or sooner if circumstances change sufficiently to warrant such a review.
- 1.6 Ensure that all employees, including self-employed consultants acting for the company are made aware of the nature and extent of their responsibility for implementing the company's policy on health and safety, both on appointment and at intervals throughout their employment.
- 1.7 Arrange health and safety training for staff with particular responsibilities for health and safety, such training to be repeated at suitable intervals during their employment.
- 1.8 Ensure that all staff know the procedure to be followed in the event of fire or explosion.
- 1.9 Make themselves aware of all current health and safety legislation that affects practice activities, seeking expert advice wherever necessary.

2. The Practice Secretary will:

- 2.1 Operate the standard accident recording and reporting procedure and investigate all accidents or dangerous occurrences, passing the results of those investigations to the Director.
- 2.2 Establish and periodically review the procedures to be followed in the event of serious imminent danger, such as fire or bomb explosion and keep all necessary records of any tests of such procedures.
- 2.3 Plan, document and implement a system of planned maintenance for equipment owned by the company.
- 2.4 Report any shortcomings in health and safety arrangements to the Director.

3. All staff will:

- 3.1 Cooperate in any arrangements made to comply with the requirements and prohibitions imposed by the relevant statutory provisions.
- 3.2 Take reasonable care for the safety of themselves and others who may be affected by their acts or omissions.
- 3.3 Report any shortcomings in the arrangements for health and safety to the Director.

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Arrangements

1. Safety Management

- 1.1 The system for managing safety set out in this Policy document will be adhered to by all members of staff.
- 1.2 The Director is conversant with the Health and Safety Policy and will ensure that all staff have read and understood the sections of the Policy that are relevant to them.
- 1.3 Risk assessments will be undertaken, as required by the Management of Health and Safety at Work Regulations 1992 and other relevant statutory provisions, by the Director.
- 1.4 The significant findings of all risk assessments will be appraised regarding control measures already in place and any that are shown to be required.
- 1.5 All risk assessments will be reviewed periodically or when circumstances change and revised where necessary.
- 1.6 The Director will ensure that all employees have comprehensible and relevant information on the risks to their health and safety identified by the risk assessments, the preventive and protective measures in place and the procedure to be followed in the event of fire or bomb explosion.
- 1.7 The Director will seek expert help and advice on any health and safety matter that is beyond the competence of his own staff.

2. On site working

- 2.1 The company provides safety helmets and each member of staff is responsible for ensuring that he/she uses helmets provided by the practice or obtains one for use from the General Contractor on site.
- 2.2 Foreseeable risks are outlined in the risk assessment sheets produced for the Pre-Contract Health and Safety Plan for each project, but are not exhaustive and staff should assess risks, taking into account the conditions on each site.

3. Accidents and Incidents

- 3.1 The Practice Secretary will keep the Accident Book and ensure that all accidents are recorded in it.
- 3.2 The Director will investigate all accidents and incidents reported to them to ascertain whether a more serious accident could have occurred and to assess any action that will be necessary to prevent a recurrence.

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4. Fire and explosions

- 4.1 All members of staff will be made aware of the means of escape procedure in the case of fire or explosion.
- 4.2 There are sufficient fire fighting appliances throughout the office. These are inspected regularly by the Practice Secretary and annual maintenance undertaken by a competent contractor.

5. First Aid

- 5.1 The Practice Secretary will be responsible for the first aid box and ensure that it is filled in accordance with the recommendations of the HSE.

6. Display Screen Equipment

- 6.1 The Director will ensure that a suitable and sufficient assessment of all workstations is undertaken to assess the health and safety risks to which users of such workstations may be exposed.
- 6.2 The results of such assessments which show that action is required will be implemented as soon as reasonably practicable.
- 6.3 The Director will ensure that any employees who requests it are provided with an eye and eyesight test on becoming a user, at suitable intervals throughout their employment or where any user experiences visual difficulties that may reasonably be considered to have been caused by work on display screen equipment.
- 6.4 Where the results of such tests show that special corrective appliances are necessary these will be provided at no expense to the user.
- 6.5 The Director will ensure that users of workstations are trained not only in the skills they need to operate the equipment but to work safely. Such training should include information on posture, adjustment of components of the workstation, the layout of the workstation, the need for regular maintenance of the equipment and the proper pacing of work activity to include sufficient rest breaks.
- 6.6 The Director will ensure that users of workstations have adequate information on all aspects of health and safety in relation to their workstations and on measures to comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

7. Premises and equipment

- 7.1 The Director will ensure that the premises and equipment are maintained in efficient working order and good repair.
- 7.2 The Director will ensure that a reasonable temperature is maintained in the office by means of an efficient heating system in cold weather and by means of suitable blinds where the sun may cause excessive heat.

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- 7.3 The Director will ensure that there is suitable and sufficient lighting in all areas of the office, particularly at individual workstations.
- 7.4 The Director will ensure that the office has sufficient free space for the easy movement of people, sufficient access to their workstations and an unobstructed escape route in the event of fire or other emergency.
- 7.5 All materials and objects will be stored on stable, strong racking. Where materials are stored above head height, kick stools or other means of access will be provided and used.
- 7.6 All windows and glass partitions in doors are protected against breakage.
- 7.7 All portable and permanent electrical equipment will be checked before being used for the first time and inspected thoroughly annually. A legible label will be affixed to all portable electrical equipment showing the date of its next test.
- 7.8 All employees using work equipment will be trained in its correct operation, modification and maintenance.

8. Occupational health

- 8.1 The Director will work with employees to assess the risk of repetitive strain injury, seeking expert help and advice where necessary.
- 8.2 There is a no smoking policy throughout the office.

9. Hazardous substances

- 9.1 The use of hazardous substances will be eliminated where this is reasonably practicable.
- 9.2 Where this is not reasonably practicable, the Practice will make an assessment of the risks to health and safety of all such substances and put in place any control measures the assessment shows to be necessary.

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