



**ADEPT**

CIVIL AND STRUCTURAL  
CONSULTING ENGINEERS

## **HEALTH AND SAFETY AT WORK**

### **POLICY STATEMENT - GENERAL**

In accordance with the Health and Safety at Work Act 1974, the following statement is issued to set out the Policy of the Practice regarding the health and safety of employees and others affected by the business of the Practice.

The Managing Director is ultimately responsible for health and safety in the Company.

The Directors recognise and accept their responsibility as Employers for providing a safe and healthy workplace and working environment for all its employees.

The Directors will take all reasonably practical steps to protect the health and safety of employees and others, and all employees are expected to take note of and, so far as possible, abide by the safety codes set out in the Appendices attached to this statement.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.
- to implement emergency procedures- evacuation in case of fire or other significant emergency

In accordance with the Construction (Design and Management) Regulations 2007, the Directors will ensure that the company's designers should:

- make sure that they are competent and adequately resourced to address the health and safety issues likely to be involved in the design;
- check that clients are aware of their duties;
- when carrying out design work, avoid foreseeable risks to those involved in the construction and future use of the structure, and in doing so, they should eliminate hazards (so far as is reasonably practicable, taking account of other design considerations) and reduce risk associated with those hazards which remain;
- provide adequate information about any significant risks associated with the design;
- co-ordinate their work with that of others in order to improve the way in which risks are managed and controlled.

In carrying out these duties, designers need to consider the hazards and risks to those who:

- carry out construction work including demolition;
- clean any window or transparent or translucent wall, ceiling or roof in or on a structure or maintain the permanent fixtures and fittings;
- use a structure designed as a place of work;
- may be affected by such work, for example customers or the general public.

Employees should also note that the Directors would welcome any comments or views of employees on aspects of safety and if any practice is considered unsafe by an Employee, this should be referred to a Director. In general, Employees when representing the Practice should take note of any dangerous practice, or dangerous or potentially dangerous situation, arising from any work under the supervision of the Practice and should then take any necessary action to eliminate that danger.

Under no circumstances should employees put either themselves or any other person in a dangerous situation, and if asked by someone to do so, they should decline and refer the matter to a Director.

The First Aid box and the Accident book are located in the reception, and the Health and Safety law poster is displayed in the reception area.

If any doubts arise on any matter affecting safety, reference should be made to the Managing Director.

Erol J. Erturan  
Managing Director

12<sup>th</sup> November 2017

Next Review 12/11/2018