

KAY PILSBURY THOMAS ARCHITECTS HEALTH AND SAFETY POLICY

Kay Pilsbury Thomas Architects will:

- Establish and implement a health and safety management system to manage the risks associated with our premises and activities.
- Regularly monitor our performance and revise our health and safety management system as necessary to ensure we achieve our objective of continuous improvement.
- Provide sufficient resources to meet the requirements of current health and safety legislation and aim to achieve the standards of 'good practice' applicable to our activities.
- Actively promote an open attitude to health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Commit to a reduction of injury and ill health and communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carry out and regularly review our safe systems of work to identify hazards and existing control measures.
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
- Ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled.
- Co-operate with other contractors and other organisations on construction sites to ensure that they are aware of any risks to their employees and other people posed by our activities, that we are aware of any risks to our employees from their activities, and that we comply with the requirements of relevant legislation.

The Employees duties:

- To ensure that, so far as is reasonably practical, all staff ensure their own safety and the health and safety of those around them including subcontractors, visitors or the general public
- To fully cooperate with top management in continuing to meet the company's commitment towards continued health and safety
- To ensure that once issued, all personal protective equipment is suitably maintained, worn correctly and cannot be subject to abuse or misuse



Date: 6th March 2017

Sibyl Thomas Managing Director