

Health and Safety Statement

Dunwoodie Architects Limited is committed to do all that is reasonably practicable to provide a safe and healthy place of work for all employees. Head Office has produced a Health and Safety Policy which applies to all workplaces used by the Company.

The Company is also committed to achieving appropriate standards of Health and Safety at Work. The implementation of this Health and Safety Policy is the primary responsibility of the Practice Management. Employees have an important part to play in creating and maintaining a safe and healthy environment. They also have a legal responsibility of care for their own health and safety and that of other persons who may be affected by their actions.

The Company will fulfil its responsibilities by taking steps to work in accordance with relevant Health and Safety legislation, Approved Codes of Practice and Good Working practices. This will be achieved by:-

- Seeking at all times to provide safe working procedures, good working conditions and a healthy working environment.
- Ensuring that employees know of the potential hazards connected with the various activities undertaken by the Company and are aware of how to avoid the associated risks.
- Providing training and instruction to enable employees to perform their work safely and efficiently.
- Providing sufficient resources (to include time, finance, training, technical information, supporting documentation etc.) to ensure the practice maintains a suitable and safe environment for our staff and those affected by our actions or inactions.
- Promoting the maximum individual attention and effort on the part of employees at all times to avoid and prevent accidents.

The Company has produced this Health and Safety Policy Document setting out personal responsibilities and the organisation and arrangements to ensure satisfactory standards of Health and Safety at Work. Careful evaluation of all work activities, by way of Risk Assessments, has been undertaken in accordance with legal requirements. Copies of the Risk Assessments and Risk Control Procedures are contained in a separate Health and Safety Manual, which is held by all managers and is available for inspection by employees.

Dunwoodie Architects Limited places particular emphasis on the responsibilities of employees to co-operate fully on Health and Safety matters. It is vital that employees pay due regard to undertaking all work activities in a way which is safe and does not present risks to their own safety or that of other persons, including fellow employees. Details of safety rules for employees are contained in the Safety and Accident Prevention Handbook issued to all members of staff.

Signed:



Laura Ruxton RIBA, Director

7th September 2017