

Health and safety

ZM Architecture has a legal duty to protect the health and safety of its employees and others. We take this responsibility seriously and have made health and safety a management priority. We expect our employees at all levels to take care to avoid injury to themselves and others and to co-operate with the implementation of the company's health and safety arrangements.

The company has adopted a health and safety policy which contains details of these responsibilities and arrangements. All employees are required to be proactive and familiarise themselves with the health and safety policy. Acceptance of and adherence to the company's health and safety policy form part of every employee's contract of employment.

Health and safety policy

Health and safety policy statement

ZM Architecture has established this Health and Safety Policy to ensure the Health, Safety and Welfare at work of all employees and others who may be affected by its activities. This policy will be implemented in all premises owned or controlled by the Company. In pursuance of this Policy, the Company will take action to:-

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

Signed by

.....
Director

Responsibilities

- Overall and final responsibility for health and safety rests with Peter Richardson, Director.
- Day to day responsibility for ensuring that this policy is put into practice is delegated to Peter Richardson and David Millar.
- All employees are required to:
 - co-operate with managers on health and safety matters;
 - not interfere with anything provided to safeguard their health and safety;
 - take reasonable care of their own health and safety and
 - report all health and safety concerns to an appropriate person (as detailed in this policy document)

Health and safety risks arising from work activities

- Risk assessments will be undertaken by David Millar
- The findings of the risk assessments will be reported to Peter Richardson
- Action required to remove/control risks will be approved by Peter Richardson
- David Millar will be responsible for implementing the action required.
- Peter Richardson will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every 3 months or when the work activity changes, whichever is the soonest.

Safe plant and equipment

- Peter Richardson will be responsible for identifying all equipment/plant needing maintenance.
- Peter Richardson will be responsible for ensuring effective maintenance procedures are drawn up.
- Peter Richardson will be responsible for ensuring that all identified maintenance is implemented.
- David Millar will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- Peter Richardson will be responsible for identifying all substances which need a COSHH assessment.

- Peter Richardson will be responsible for undertaking COSHH assessments.
- Peter Richardson will be responsible for ensuring that all actions identified in the assessments are implemented.
- Peter Richardson will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- Peter Richardson will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every 3 months or when the work activity changes, whichever is the sooner.

Information, instruction and supervision

- The Health and Safety Law poster is displayed in the photocopying room.
- Health and safety advice is available from Peter Richardson
- Supervision of young workers/trainees will be arranged/undertaken/monitored by Peter Richardson
- Peter Richardson is responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all employees by Peter Richardson
- Job specific training will be provided by supervisor/mentor
- Training records are kept at/by D Parker
- Training will be identified, arranged and monitored by Peter Richardson

Accidents, first aid and work-related health

- The first aid box(es) is/are kept in general store cupboard
- The appointed person(s)/first aider(s) is Peter Richardson. He is a qualified first aider.
- All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept by D Parker
- Peter Richardson is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- To check working conditions and ensure safe working practices are being followed we will carry out spot checks, regular inspections..
- Peter Richardson is responsible for investigating accidents.
- Peter Richardson is responsible for investigating work-related causes of sickness absence.
- Peter Richardson is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

- Peter Richardson is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by Peter Richardson every week.
- Fire extinguishers are maintained and checked by Nu-Swift bi-annually
- Alarms are tested by Alarmfest bi-annually
- Emergency evacuation will be tested every 4 weeks.