

Health & Safety Policy

We are fully accredited under the provisions of the ISO 18001 system for Operational Health and Safety. Our health and safety procedures are assessed externally by National Quality Assurance annually.

Consarc Consulting Architects Ltd (Consarc) are committed to achieving high standards of Health and Safety for those within the practice and for those affected by any work carried out by Consarc, in accordance with the Health and Safety at Work Act and other regulations.

Consarc is committed to the constant development and implementation of appropriate safety management systems and procedures, and those who execute them. Consarc shall provide support, resources and shall allocate realistic time to those responsible, to carry out their duties.

The responsibility for the implementation of the Consarc Health and Safety policies and principles rests with Liz Pickard, who is aware of her obligations, and shall take all reasonable measures to implement the policies.

The day-to-day implementation of the Health and Safety policies is delegated. Consarc shares premises and resources with Cartwright Pickard Architects.

The following items are shared with our landlord or managed by others on the sites and other workplaces we visit:

- reporting investigations and recording accidents and ensure that any reportable work-related accidents, diseases and dangerous occurrences are reported to the relevant authorities.
- safety inspections, such as PAT tests
- maintenance of equipment, safety equipment, site kits etc.
- maintenance of electrical installations and equipment in the premises.
- workplace hygiene/maintenance/cleaning and repair.

Ensuring that all Consarc Health and Safety issues and systems are implemented on a day-to-day basis is shared across staff, depending on project resourcing:

- maintaining and executing a training programme;
- ensuring that legal requirements are understood and practiced;
- reviewing all Consarc health and safety policy documents and putting to the directors for approval of amendments;
- ensuring the Consarc Health and Safety system continues to be adhered to.

Health and Safety is the responsibility of all Consarc practice members. All employees have a legal duty to work in a manner, which does not put their own, or anyone else's safety, health or welfare at risk. Co-operation on the part of all employees is vital to the success of the policy.

A Health and Safety risk assessment has been undertaken in the preparation of this policy and shall be reviewed annually or more frequently if required. Employees are encouraged to point out any risks as and when they arise.

The general and detailed arrangements for Health and Safety are set out in the following digital locations:

- Policy and general arrangements: "Health and Safety Guide" in Consarc (P) / Administration / Policies & QMS / Office Guides.
- Display Screen Equipment (DSE) – Assessment: "Emergency Response, Risk Assessments & Legislation Register" in Consarc (P) / Administration / Policies & QMS / Office Guides.
- Landlord-related health and safety documents and the Workplace Report are found under Consarc (P) / Administration / Office Premises / Landlord Health & Safety.

Employees shall be required to read these documents and sign to say they have received and understood their contents. Views of all practice members have been taken into consideration in the compilation of this policy.



Liz Pickard
Managing Director

February 2020