

### Urbis Consulting Ltd T/A MikeDaubneyArchitects Corporate Policy

### Health & Safety Policy

<b>rev:</b>	<b>date:</b>	<b>description:</b>	<b>author:</b>	<b>approved:</b>
Version 3	Sept 2023	Updated to remove COVID-19 risk assessment	MD	
Version 2	August 2020	Updated to include COVID-19 risk assessment	MD	
Version 1	July 2018	First issued	AZ	MD

### **Health & Safety Policy**

#### **1.0 Definition**

Urbis Consulting recognise and acknowledge our responsibilities under the Health & Safety at Work etc Act 1974 and other relevant statutory provisions to minimise risks to the health, safety and welfare of staff, members of the public and others who might be affected by our activities.

#### **2.0 Policy Statement**

This management policy has been prepared not only to fulfil legal obligations but because Urbis Consulting believes that effective Health & Safety management is an integral part of efficient business conduct. Urbis Consulting therefore intends to meet our responsibilities as far as is reasonably practicable by placing health, safety and welfare on an equal footing with all of our operations and that such issues will receive due priority for action at all times. This Policy, and any changes to it, will be communicated to all relevant parties in an appropriate manner.

Urbis Consulting will allocate sufficient resources to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, including the provision of adequate information, instruction, training and supervision to ensure that all staff are competent to do their jobs safely and without risks to health. Urbis Consulting also accept responsibility for the health and safety of visitors and contractors working at our premises that may be affected by our activities, and will take all reasonably practicable steps to ensure their health and safety.

The allocation of duties for health and safety matters and the particular arrangements to implement the Policy are set out within this document.

#### **3.0 Operation**

This Policy, and the way in which it has operated, will be reviewed annually or when significant changes to working practices and/or legislation occur. This is in order to ensure the Policy is kept up to date and remains effective, and to identify areas that could be improved upon, defining further health and safety objectives where necessary.

#### **4.0 Responsibility for Management**

In order to be effective in fulfilling its objectives, this Policy requires the co-operation of all personnel within all tiers of the organisation, from the staff to the Directors. To encourage such co-operation, staff will be consulted on matters that affect their health, safety and welfare while at work.

**For Urbis Consulting Ltd T/A MikeDaubneyArchitects, Version 3 – Sept 2023**

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