

## Health & Safety Policy

Arthian Ltd is a full service planning, design, environment, engineering, safety consultancy and training firm. Arthian Ltd is committed to continual improvement of Health and Safety and the prevention of injury and ill health at work.

In accordance with the requirements of the Health and Safety at Work etc. Act 1974, Section 2.3, the following Health and Safety Policy has been established by Arthian Ltd for its staff employed at offices in the UK and Ireland.

### GENERAL STATEMENT OF POLICY:

- Arthian Ltd will commit to providing safe and healthy working conditions for the prevention of work related injury and ill health, and to consider worker wellness/wellbeing.
- Arthian Ltd will commit to eliminating hazards and reducing occupational health and safety risks using the hierarchy of control.
- Arthian Ltd will commit to consultation and participation with workers and, where they exist, workers' representatives.
- So far as is reasonably practicable, Arthian Ltd will provide and maintain a high standard of safe and healthy working conditions, equipment and systems of work for its workers, and ensure that workers are provided with an adequate level of information, instruction, training and supervision to undertake tasks required. Arthian Ltd also recognises its responsibilities for the health and safety of clients and other visitors whilst on its premises, and any other people who may be affected by its site activities.
- Arthian Ltd will comply with Government Legislation, Approved Codes of Practice (ACoPs) and industry guidance as a minimum standard for health and safety at work. Arthian Ltd shall endeavour to exceed these standards wherever feasible and possible.
- Health and safety is a primary concern to management and it recognises that there are tangible economic and humanitarian benefits for the company to encourage a positive culture. Arthian Ltd is committed to continual improvement of the business. Business can be improved by reducing ill health, injuries and preventing losses.
- Arthian Ltd is further committed to the requirements of the Management of Health and Safety at Work Regulations 1999 by carrying out and recording risk assessments, as well as undertaking activities stipulated by other subordinate legislation, including maintaining safe electrical equipment by means of regular testing (PAT testing) and ensuring that suitable fire and emergency procedures are in place.
- Arthian Ltd sets out objectives and targets based on the nature of the business. These will be reviewed at least annually at management review meetings and when there is a significant change to the business.
- The Health and Safety Law poster, which summarises the principal requirements of the Health and Safety at Work etc. Act 1974, is displayed in all offices. The allocation of duties for safety matters and the particular arrangements which have been made to implement this Policy are set out below:

### SAFETY ORGANISATION AND RESPONSIBILITIES:

- Overall responsibility for health and safety rests with the Chairman, Roy MacGregor. Routine and day to day health and safety operations are the responsibility of Derek J. McNab, the Managing Director.
- Omar Khalid is delegated as the company health & safety representative. Workers have been trained as Appointed Persons for First-Aid and as Mental Health First Aiders. Workers' names are posted on the company intranet.
- Ms Pauline Barlow is the delegated Fire Co-ordinator for the Glasgow office and is responsible for ensuring the Glasgow office has been evacuated and locked in the event of an emergency. Workers located in regional offices are responsible for ensuring that the offices have been evacuated in the event of an emergency.
- Arthian Ltd workers are made aware of their duties whilst at work to take reasonable care for the health and safety of themselves and others who may be affected by their acts and omissions, during their induction. Full co-operation must be given to Arthian Ltd so far as is necessary to enable the company to carry out its statutory duty.
- Everyone engaged in Arthian Ltd activities are encouraged to exercise responsibility and care in the prevention of injury and ill health to themselves and others, who may be affected by their acts and omissions at work.
- This Policy will be kept up to date. The manner in which the Policy is operated will be reviewed regularly by the management and company health and safety representative.

The Policy is available on the company intranet and website, and a hard copy is posted in each office. The policy is also made available to external parties on request, during tendering processes, etc.

### Signed:



Derek J. McNab  
Managing Director

20 November (Revision 35)

**THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED**