

## Health & Safety Policy & Procedure

Updated May 2010

This statement refers to all Practice employees, visitors, and the general public on Practice property, plant, equipment and buildings. Its purpose is to set out the Practice's intention to provide a high standard of safe and healthy working conditions and products.

Throughout this document Hulme Upright will be referred to as "the Practice".

### Policy

It is the policy of the Practice to do all that is reasonably practicable to provide a safe and healthy environment for its employees, sub-contractors, visitors, customers and members of the public, by provision of sound procedures, well designed plant and equipment, and a high standard of training and supervision.

To this end the Practice will endeavour to keep up to date with health and safety matters and ensure personnel are adequately trained to meet these responsibilities.

The Practice will ensure that they consult employees' 'in good time' on matters which may affect their health, safety and welfare.

The Practice recognises its duties to people other than its employees. It is therefore the Practice's policy to ensure, so far as is reasonably practicable, the health and safety of such persons is not put at risk by the Practice's operations.

It is the duty of each and every employee whilst at work to take reasonable care for their own health and safety and that of other people who may be affected by their acts or omissions at work. Each employee has the duty to co-operate with the Practice, as far as is necessary, to ensure that safe and healthy conditions at work will prevail.

The specific responsibilities for health and safety are no less than any other function within the Practice, therefore all employees

will be expected to familiarise themselves with those aspects of the Policy which relate to their work and to attach as much importance to them as they attach to the carrying out of any other duties which they may have.

The Managing Director has overall responsibility for health, safety and welfare matters within the organisation and will ensure that there is an effective policy for such matters in operation and will ensure all levels of management and supervision are made aware of the requirements of relevant health and safety legislation.

Each Director is responsible for implementing the Practice's Health and Safety Policy and any associated documentation in each location under their control, and for ensuring that the employees are complying with the legal requirements.

Clients, Consultants and Sub-contractors must be advised of the Practice's Health and Safety Policy and must co-operate with the Practice while on the premises.

This document is a statement of the Practice's policy with regard to health and safety. A copy of the Policy will be made available to all employees and they will be required to adhere to its contents at all times. The co-operation of every employee is necessary in order that standards are maintained or, where possible, improved.



**David Morrey**  
Managing Director  
For and on behalf of Hulme Upright

**David Vokes**  
Deputy Managing Director  
For and on behalf of Hulme Upright