



General Policy Statement

1. General Policy Statement

- i. The Company recognises its obligation under the Construction (Design and Management) Regulations 1994 in planning, co-ordinating and managing Health and Safety throughout its involvement in design, contract management and site supervision of its projects.
- ii. The Company recognises that its activities relate to, or are carried out at, offices and /or sites where hazards may exist and it is therefore its policy to conduct its activities so that the Health and Safety of its employees and others who may be affected by such activities comply with the rules of the premises so far as is reasonably practicable.
- iii. The Company will ensure, so far as reasonably practical, that hazards are identified during the design stage, and risk assessments will be carried out to minimise or avoid risks to health of those who are affected by the projects.
- iv. The Company will ensure, so far as reasonably practical, that their designers pay adequate regard to Health and Safety and minimise or avoid foreseeable risks where possible.
- v. Where The Company seconded one or more of its employees or sub-contracted employees to another organisation and the activities of its employees are controlled by others, special emphasis will be given to ensure that The Company's employees or sub contracted employees comply with the organisation's own Health and Safety requirements.
- vi. Where The Company seconded one or more of its employees or sub-contracted employees to another organisation and the activities of its employees are controlled by others, if any of The Company's employee's is of the opinion that conditions at the site or offices that he is visiting are inadequate or defective such as to prejudice his health and/or safety he shall as soon as reasonably practicable bring it to the attention of that organisation.

2. Policy Communication

We acknowledge our obligations to our staff and:

- i. Provide adequate control of the Health and Safety risks arising from our work activities.
- ii. Ensure all employees are competent to undertake their tasks, and give them adequate training as necessary.
- iii. Consult with our employees on matters affecting their Health and Safety.
- iv. Work towards preventing the circumstances which lead to of accidents and cases of work-related ill health.
- v. Provide appropriate detailed information, instruction and supervision for employees.
- vi. Ensure safe handling and use of substances in accordance with applicable regulations.
- vii. Every employee of The Company has the duty to act reasonably and to do everything they can to prevent injury to themselves and to other people.



viii. The Company will endeavour to encourage and support its employees by providing training on Health and Safety legislation and regulations.

3. Training Strategy

Information, instructions, training and supervision necessary to ensure so far as is reasonably practicable, that continuous professional development targets are achieved, and that employees keep up to date with the current legislation and technical training, is provided.

4. Health and Safety Advisor

Health and Safety issues are dealt with by the Company Managing Director, who has attended courses on such issues.

5. Managing of Contractors and Sub consultants

CEEMA ensures that appointed contractors and consultants are fully aware of our Health and Safety Policy. They are made aware of the Client's policies and ensure that they are practising the Health and Safety Regulations related to the projects they are undertaking.

In addition we carry out the following checks, inspections and monitoring:

- i. Inspect the contractor's method of working, make site visits and monitor their accident records.
- ii. Give advice, guidance and assistance to contractors and their employees
- iii. Maintain a consistent and fair enforcement policy, which will include advice, guidance and education regarding Health and Safety issues.
- iv. We ensure contractors can provide and maintain safe equipment and machinery that is suitable for its purpose.
- v. The Contractors activities are monitored so that they are safe and without risks to health.
- vi. Provide staff and others with all necessary information, instruction, supervision and training.
- vii. Check that contractors use safe systems of work and give them any information they might need to work effectively and safely.