



Policy Statement

Health & Safety

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Health and Safety Policy Statement

Alan Wood & Partners Company Health and Safety at Work Policy has been developed as required by Section 2(3), The Health and Safety at Work etc. Act 1974.

The company fully recognises the duties placed on it by the Health and Safety at Work etc. Act 1974 and other relevant legislation and regulations, and that the company has a duty to ensure the health, safety and welfare, so far as is reasonably practicable, of its employees and other persons who may be affected by the company's undertakings.

The company considers that effective health and safety management directly contributes to the company's commercial success and believes that the provision of a safe working environment and safe systems of work enhance the company's health and safety culture. The company is committed to ensuring that its legal obligations are met, and wherever reasonably practicable, exceeded.

"As Managing Director I totally and sincerely endorse this Policy content and that of our Procedures as a method of controlling Health, Safety and Welfare. I accept ultimate responsibility for safety matters.

All Managers will deal with safety matters on a daily basis. It is emphasised that safety is a normal management function and therefore all grades of staff must emulate my commitment. It is also expected that all staff and visitors will play their part in safety and will comply with this Policy and Procedures".

The company Health & Safety Policy is to establish and maintain a safe place of work. This means that a constant effort is required to ensure safety. We are committed to providing a safe and healthy working environment with adequate facilities and arrangements for employees' and anyone affected by our activities.

This policy and any associated procedures apply to all company premises and activities that may affect clients or the general public in any way.

Alan Wood & Partners is committed to the following principles:

- That health and safety objectives of the company shall be set within a health and safety action plan and regularly reviewed to ensure continuous improvement and performance in health and safety
- Actively monitoring health and safety performance through regular inspections, audits and reviews, which the company regards as an essential element of their performance improvement
- Ensuring that the appropriate resources, both financial and physical will be made available to support this policy
- Ensuring that all reasonably foreseeable hazards are identified and risks assessed in respect of the company's undertakings, and that suitable and sufficient control measures are implemented and regularly reviewed

- Ensuring all company employees are provided with sufficient information, instruction, training and supervision to enable them to work safely and efficiently.

The Policy extends to provision of adequate information, instruction, training and supervision. Each Manager is responsible for identifying, organising and implementing correct training for his/her staff in consultation with the Directors. Consultation with employees will be carried out in line with our Safety Procedure 5, with a view to making and maintaining effective arrangements for promoting Health and Safety. To this end it is essential that every member of staff, at all levels, should perform their tasks correctly. The Company Health, and Safety Procedures have been developed to enhance and detail the specific requirements expected, which will contribute to the achievement of this overall goal. They will be modified from time to time to take account of risks identified by Procedure 15. The Procedures will be made available to any member of staff who is involved in the type of work covered. Employees need to understand these procedures, if in doubt ask an Associate/Director.

Alan Wood & Partners also recognises that all its employees must comply with duties imposed on them under the Health and Safety at Work etc. Act 1974, that they do not endanger themselves or other persons by their actions or inactions, or intentionally interfere, damage or misuse equipment provided for the health and safety of its employees.

Any suggestion that may lead to an improvement in the Health and Safety procedures should be passed directly to any member of the Management Team. These items will then be discussed in accordance with our Consultation procedures.

We realise that adequate resource, in either money or manpower will have to be made available where foreseeable hazards can be reasonably avoided or engineered out.

This general statement of policy and the procedures are reviewed yearly or sooner if situations change.

The Managing Director, Board and Senior Management Team will ensure that this policy is used as the basis for the organisation and management of health and safety initiatives.

Employees have an obligation to comply with Alan Wood & Partners' processes and procedures that allow Alan Wood & Partners to fulfil its legal obligations. Employees who fail to fulfil or discharge their responsibilities satisfactorily may be subject to disciplinary action.

This policy applies to all people who perform services for or on behalf of Alan Wood & Partners, including all full and part-time employees, directors, agency staff / contractors and all persons employed by Alan Wood & Partners.

This policy has been produced for Alan Wood Partnership Limited T/A Alan Wood & Partners (AWP) and covers all of its regional offices.

This policy was approved by Alan Wood & Partners Board.

This policy is regularly reviewed in order to ensure its continuing suitability. As Managing Director of Alan Wood & Partners, I accept ultimate responsibility for the Health & Safety Policy Statement.



Mark Coates
Managing Director

Date: February 2024

Review Date: January 2025