

Health and Safety at Work Policy

AV Architect Pro

Policy Review Date: 10/03/2025

1. Statement of Intent

At AV Architect Pro, we are committed to ensuring the health, safety, and welfare of all employees, contractors, visitors, and other individuals who may be affected by our work activities. This policy is designed to meet the requirements of the **Health and Safety at Work Act 1974** (HSWA) and all associated regulations.

We are dedicated to:

- Providing a safe and healthy working environment.
- Ensuring the safety of all employees and others who may be affected by our activities.
- Identifying and mitigating health and safety risks.
- Creating risk assessments and management systems to mitigate risks.
- Providing adequate training and supervision to employees.

2. Responsibilities

a) Employer's Responsibility

As the employer, AV Architect Pro is responsible for ensuring, as far as is reasonably practicable, the health, safety, and welfare of all employees, and others who may be affected by our activities. Our specific duties include:

- Providing a safe system of work.
- Ensuring the workplace is safe and free from risks to health.
- Providing information, instruction, and training.
- Consulting with employees on health and safety matters.
- Adequately constructing and deploying our services and products.
- Testing and configuring our services and products safely.
- Using up to date methods to deploy our services and products.

b) Employee's Responsibility

Employees are responsible for:

- Taking reasonable care of their own health and safety and that of others who may be affected by their actions.
- Cooperating with the employer on health and safety matters.
- Using equipment and machinery as instructed and reporting hazards or potential risks to their supervisor.

- Ensuring the correct PPE is used at all times.
- Managing and securing hazardous areas.

c) Health and Safety Officer

The **Health and Safety Officer** (or equivalent) for AV Architect Pro is responsible for:

- Overseeing health and safety matters across the organization.
- Ensuring that all policies and procedures are implemented effectively.
- Conducting regular risk assessments and safety inspections.
- Reporting any health and safety concerns or incidents.

3. Risk Assessment and Hazard Control

We will conduct regular risk assessments to identify potential hazards in the workplace and take steps to eliminate or control those risks. This includes:

- Assessing risks related to machinery, chemicals, working conditions, and manual handling.
- Implementing control measures to minimize or eliminate identified risks.
- Ensuring the safe storage and handling of hazardous items and substances.
- Following COSHH rules and regulations.
- Informing and supplying staff and the public of hazard zones.
- Using the correct PPE.

4. Training and Information

AV Architect Pro will provide health and safety training for all employees, ensuring they have the necessary knowledge and skills to carry out their work safely. Training will include, but is not limited to:

- Induction training for new employees.
- Specific training for handling machinery, equipment, and hazardous substances.
- Emergency procedures, including fire safety, first aid, and evacuation plans.

5. Accident Reporting and Investigation

All accidents, injuries, near-misses, and unsafe working conditions must be reported to the immediate supervisor and the Health and Safety Officer. We will:

- Investigate any incidents to determine the cause and prevent recurrence.
- Maintain a record of all accidents and incidents in compliance with legal requirements.
- Review procedures and make changes if necessary to improve safety standards.

6. Emergency Procedures

AV Architect Pro has developed and implemented emergency procedures to deal with potential emergencies, such as:

- Fire evacuation procedures.
- First aid and emergency medical response.
- Procedures for dealing with hazardous substance spills or leaks.

These procedures will be reviewed regularly, and employees will receive training on emergency response protocols.

7. Safe Equipment and Work Environment

We will ensure that all equipment, tools, and machinery used at the workplace are maintained in a safe condition. This includes:

- Regular inspections and maintenance of equipment.
- Providing protective equipment (PPE) where necessary.
- Ensuring that the workplace is free from hazards, including proper lighting, ventilation, and housekeeping.

8. Monitoring and Review

To ensure the continued effectiveness of this policy, AV Architect Pro will:

- Regularly monitor compliance with health and safety procedures.
- Carry out periodic reviews of health and safety practices.
- Review this policy annually and make any necessary adjustments.

9. Consultation and Employee Involvement

AV Architect Pro values the input of employees regarding health and safety. We will consult employees on any matters related to their health, safety, and welfare, including changes to workplace procedures or practices.

10. Conclusion

This Health and Safety Policy is vital for maintaining a safe working environment for all employees, visitors, and contractors. It reflects our commitment to complying with the **Health and Safety at Work Act 1974** and ensuring the well-being of everyone in the workplace.

Signed: Robyn Williams
Position: Health & Safety Officer
Date: 10/03/2025