

It is the policy of Ingleton Wood to comply with the requirements of the Health and Safety at Work etc. Act 1974 and subsequent legislation, and to provide and maintain a healthy and safe working environment. Ingleton Wood recognises and accepts their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

COVID-19

We have an additional process for Covid-19 risk control as the practice recognises the impact and potential consequences arising from the pandemic. In order to comply with our duty of care and all relevant industry and government guidance we have introduced a specific visit based program rather than the current site based assessments that is expected for other risks, this process is detailed within Workplace Instructions 13 32 and 33 for office and site visits respectively.

While the management of Ingleton Wood will do all that is within its powers to ensure the health and safety of its employees, health and safety at work is the responsibility of everyone associated with the Practice. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective and with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to their supervisor or the Partner for Safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the wellbeing of themselves or any other person.

Ingleton Wood's health and safety objective is to minimise the number of occupational accidents, illnesses and ultimately to achieve an accident-free workplace. All injuries, however small, sustained by a person at work, or near misses, must be reported to the Partner for Safety or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Ingleton Wood's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months and distributed to all employees who are asked to sign to confirm that this has been received and read.

Top Management will identify and continuously review the level of resources required for the identification, management and monitoring of health and safety within the Practice and undertake to provide all adequate resources to comply with the provisions of this policy or meet other health and safety obligations.



Simon Gorst **Date 01-04-2021**
Partner