

Health & Safety Policy

1 GENERAL STATEMENT OF INTENT

Cooke and Arkwright is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, contractors, clients, and members of the public who may be affected by our operations.

As a surveying practice, we recognise that our work—particularly site inspections, property surveys, and construction-related activities—presents a range of risks. We are committed to managing these risks through safe systems of work, appropriate training, and compliance with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974.

Our key objectives are to:

- Prevent accidents, injuries, and work-related ill health
- Maintain safe working environments both in the office and on-site
- Ensure all staff are competent and properly trained
- Promote a positive health and safety culture across the organisation
- Continually improve our health and safety performance

2 ORGANISATION AND RESPONSIBILITIES

Directors:

Take overall responsibility for health and safety within the company

- Ensure adequate resources are provided to implement this policy
- Promote a strong health and safety culture
- Ensure compliance with relevant legislation and industry standards

Health & Safety Responsible Person:

- Implement and monitor health and safety procedures
- Maintain risk assessments and method statements (RAMS)
- Ensure staff training is up to date
- Investigate accidents and near misses

Employees / Surveyors:

- Take reasonable care for their own health and safety and that of others
- Comply with company procedures and risk assessments
- Use equipment and PPE correctly
- Report hazards, accidents, and unsafe conditions promptly

3 ARRANGEMENTS

3.1 Risk Assessments

We carry out regular risk assessments for all surveying activities, including:

- Property inspections (residential, commercial, industrial)
- Construction site visits
- Working at height (e.g. roofs, ladders, scaffolding)
- Lone working

Assessments are reviewed periodically and updated as required.

3.2 Safe System of Work

Surveyors are required to follow safe working procedures, including:

- Pre-inspection planning and hazard identification
- Use of appropriate access equipment (e.g. ladders, drones)
- Avoidance of unsafe or inaccessible areas
- Compliance with site-specific rules

3.3 Personal Protection Equipment (PPE)

Appropriate PPE is provided and must be used where required, including:

- Safety boots
- High-visibility clothing
- Hard hats
- Gloves and eye protection

3.4 Training and Competence

All staff receive appropriate training relevant to their role, which may include:

- Health and safety awareness
- Working at height
- Asbestos awareness
- Fire safety
- First aid

Continuing Professional Development (CPD) is encouraged.

3.5 Lone Working

As surveyors frequently work alone, procedures are in place to ensure their safety, including:

- Check-in/check-out systems
- Mobile phone communication
- Emergency contact procedures

3.6 Accident Reporting

All accidents, incidents, and near misses must be reported and recorded. Where applicable, reporting will be carried out in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

3.7 Fire Safety

Fire risk assessments are undertaken for office premises. Employees are trained in fire procedures, including evacuation routes and assembly points.

3.8 Hazardous Materials

Surveyors may encounter hazardous materials such as asbestos.

- No intrusive works will be undertaken without appropriate surveys
- Suspected hazardous materials will be reported immediately
- Staff will follow asbestos awareness guidance

3.9 Equipment

All equipment used (ladders, measuring devices, drones, etc.) will be:

- Regularly inspected
- Properly maintained
- Used only by trained personnel

3.10 Monitoring and Review

This policy will be reviewed annually or following any significant changes in operations or legislation.

4 POLICY REVIEW

This Health & Safety Policy will be reviewed at least annually to ensure it remains relevant and effective.

1. Cooke & Arkwright believes that one of its most important functions is the prevention of accidents and ill health. We do not wish any of our employees or any other person to suffer as the result of our activities or work processes. To this end, we intend to comply rigorously with all health and safety legislation, Codes of Practice, best guidance and work methods available, in accordance with the Health and Safety at Work etc Act 1974.
2. The Health and Safety Policy and manuals we have prepared indicate the ways in which we intend to meet with legal requirements.
3. Legislation requires that, as an employer, we prepare a statement of General Policy with respect to the health and safety of our employees, together with details of the organisation and arrangements that we have set up to carry out that Policy.
4. Therefore, we provide, so far as is reasonably practicable:
 - a. A safe system of work
 - b. Safe Office Environment and equipment
 - c. Safe means of handling and transporting articles, substances and people
 - d. Adequate training, instruction, information and supervision.
 - e. A safe place of work with safe access and egress
 - f. A safe and healthy environment
 - g. Adequate welfare facilities
5. We also ensure, so far as is reasonably practicable, that the way we carry out our work does not affect the health and safety of persons who are not our employees, for example, visitors and contractors.
6. It is also recognised that where we produce articles and substances for use at work, or we erect or install any plant or equipment, we have a duty to ensure the health and safety of those who use them and make available all the required information for their health and safety.
7. We remind you, our employees, of your duty to look after your own health and safety and ensure that you do not endanger others and that you must co-operate with us, as your employer, in meeting our legal obligations.

Signature

Position

Date

Last Review Date: April 2026
Next Review Date: April 2027