

# Health and Safety Policy



Richard Dudzicki Associates Ltd (RDA) aims to ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees and others affected by its activities

It is the policy of RDA to provide and maintain safe and healthy working conditions, equipment and systems of work for all of our staff, also to provide such information, training and supervision as they need for this purpose. RDA also accept our responsibility for the health and safety of other people who may be affected by our activities.

The adoption of safe working procedures without risk to health are central to our health and safety policy. All new staff receive health and safety training on the use of office equipment and are instructed on health and safety procedures. This includes making staff aware of the risks and dangers on construction sites and encouraging safety consciousness both within the office and outside.

The policy is updated annually and kept up to date to reflect changes in legislation and the nature and size of the company.