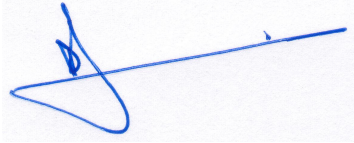


HEALTH & SAFETY POLICY STATEMENT

- 1.1 It is the policy of Cowan Consultancy Ltd. to ensure that all reasonable and practical precautions for the prevention of accidents and for the establishment of working conditions will be taken to safeguard the health and safety welfare of all employees. Cowan Consultancy follows the ICE guidelines.
- 1.2 This document is published as a health and safety guide to all Cowan Consultancy Ltd. staff working on construction sites, work places within their own offices, other offices etc. (including working from home) and forms part of the Cowan Consultancy Ltd. health and safety system. It is to be reviewed annually and updated in line with the Health & Safety At Work Act 1974 and other relevant Health & Safety legislation and procedures. Controlled copies will be available to all employees at induction and for them to read and retain for future reference. The Health and Safety Policy has been written to acquaint all those carrying out work for and on behalf of Cowan Consultancy Ltd. with requirements and to ensure that the minimum standard of safety is maintained at all times. All work which is performed not only by Cowan Consultancy Ltd. direct employees but any other site personnel or temporary staff employed to carry out any works on site or within the office is to be carried out in a safe manner. Works are not to cause a risk to any of the aforementioned or indeed any member of the public, working or living in the vicinity of the site/office who may be affected directly or indirectly by the actions or omissions of an employee.
- 1.3 This Health & Safety Policy does not relieve any of Cowan Consultancy Ltd's Clients, Sub Contractors, Contractors working for them, or self employed workers of their own statutory obligations under the Health & Safety At Work Act or reduce any of their efforts to avoid accidents. It does not override the Clients or other Contractors Health & Safety Policies which are relevant to the particular site or operation which must be adhered to at all times.
- 1.4 The Health & Safety Policy is not intended to restrict or impede the way in which work is to be performed. In this respect it is strongly recommended that at Planning stage the Client and any other Architects/Designers should be made aware of the nature of the work prior to commencement so that safety requirements are understood and agreed. There should then be no difficulty in carrying out the work in a safe manner acceptable to all parties.

- 1.5 In some working environments employees may require the use of special protective equipment. Under these circumstances the Company provides special protective equipment which is to be worn at all times by the employees when working in the specified areas.
- 1.6 As standard issue all employees likely to go to sites will be issued with site hard hat, overalls, high visibility clothing and toe-protective footwear.
- 1.7 The Company employs a qualified First Aider. A current certificate is attached under Appendix g.
- 1.8 Staff will be issued with their own personal first aid kit which is to be carried with them at all times.
- 1.9 Whilst the overall responsibility for the health and safety rests at the highest level of management, personnel at all levels will have to accept some degree of responsibility for carrying out the requirements of this Policy. Wherever possible key individuals have been named and their responsibilities have been defined and wherever practical arrangements have or will be made to ensure that in their absence health and safety cover is maintained.
- 1.10 All technical staff who are involved in designer duties under the CDM Regulations 2007, have a responsibility to ensure that their designs can be constructed safely and that all risks in construction or maintenance are designed-out or minimised.
- 1.11 In order to meet the requirements of cl. 1.10, all technical staff who are involved in designer duties shall adhere to the following principles:
 - a. Only undertake designs that they are competent to undertake.
 - b. Ensure that the client is aware of client duties under CDM
 - c. Avoid foreseeable risks to those involved in the demolition, construction and future use of any structure.
 - d. Eliminate hazards (so far as is reasonably practicable) and reduce the risks associated with those hazards which remain.
 - e. Provide information to the construction team about remaining significant risks.
 - f. Co-ordinate work with others in the construction team to control the management of risk.
 - g. For notifiable projects, ensure that the client has appointed a CDM Co-ordinator before starting design work.
 - h. For notifiable projects, provide information for the Health & Safety file

1.12 It is the policy of the Company to ensure that sufficient resources are applied to each project, in terms of both personnel and facilities, to ensure that its obligations under CDM are met.

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DAVID BUTTON
MANAGING DIRECTOR

03/2011

ORGANISATION AND RESPONSIBILITIES

Management/Supervisory Personnel

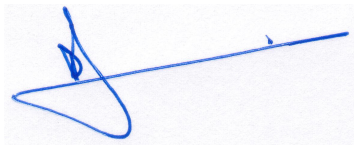
NAME	JOB TITLE/ HEALTH & SAFETY RESPONSIBILITY
David Button	Managing Director Overall responsibility for Cowan Consultancy Ltd. Health and Safety. CDM Coordinator
Julie Button	Director/Company Secretary Health and Safety Manager Office and Accounts Manager
Paul Realey	Associate Site representation. When making site visits have a duty to inform Contractors of any health and safety hazards noted. Also take full responsibility for his own health and safety.
Chris Wyeth Stephen Burgess Elvin Gomery	Engineering Staff. Site representation. When making site visits have a duty to inform Contractors of any health and safety hazards noted. Also take full responsibility for their own health and safety.
Lisa Cotter Hannah Everett Nicola Upton	Secretary/First Aider Secretary Secretary

HEALTH AND SAFETY OBJECTIVES AND TARGETS

The overall health and safety objectives for the company are to:

- Ensure compliance with the relevant legislation and standards and revise standards when changes occur
- Maintain a record of all legislation and guidelines applicable to the company through monthly review
- Subscribe to professional bodies relevant to the approved codes of practice such as Constructionline, ACE, CHAS and Safecontractor and adhere to ICE guidelines
- Apply risk assessments to all work activities to ensure control through safe systems of work
- Identify hazards and minimize risks
- Consult regularly with employees on matters affecting health and safety
- Provide and maintain safe equipment and work practices through regular auditing and annual review
- Provide information, supervision and training to employees to ensure competency
- Maintain safe and healthy working conditions through monthly walkover checks
- Prevent accidents and cases of work-related ill health
- Have no significant incidents resulting in safety enforcement agency action
- Review the requirements for compliance with Personal Protective Equipment Regulations regularly
- Review training needs and monitor display screen equipment for all employees annually
- Review and revise this policy as necessary at regular intervals

05/03/2011

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David Button
Managing Director