



HEALTH & SAFETY POLICY

POLICY STATEMENT

Our general statement of health and safety policy sets out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities. We will ensure that the objectives of this statement are communicated to our employees, initially through our induction training.

We will also monitor progress towards these objectives at senior management level and we will review them annually in consultation with our employees and other interested parties.

The policy is supported by our health and safety management system which details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

Our Health & Safety Manager has been appointed, and is responsible for providing the framework for our management system, giving expert advice and for monitoring our progress towards the standards we have set ourselves.

To meet the objectives of our health and safety policy we have established and implemented clear responsibilities for health and safety.

We are aware that senior managers within the company are individually and collectively responsible for health and safety. We have appointed the Operations Manager, Russell Wooster, as the person with overall responsibility for health and safety.

The Managing Director is supported by local Managers as delegated. The Director will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed.

However, we are aware that we can only meet our objectives through the efforts of our employees; therefore, we have established clear lines of communication and encourage our employees to cooperate with us in achieving our objectives. We have established a clear policy on consultation.

We recognise that the key to successful health and safety management is to ensure each employee is competent to carry out their responsibilities. To this end we have developed and implemented a

training policy which clearly defines who is responsible for training and identifies what training each individual needs, based on the results of our risk assessments.

Each individual's training requirements are identified in a training matrix, and this is supported specific work instructions for specific tasks and processes.

It is our policy to ensure, so far as is reasonably practicable, the safety of all employees and any other persons who may be directly affected by the activities of the Company.

London Office Interiors will, so far as is reasonably practicable:

- Aim to achieve compliance with legal requirements through good occupational health and safety performance.
- Provide adequate resources to implement this policy.
- Establish and maintain a safe and healthy working environment.
- Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
- Develop and implement appropriate occupational health and safety procedures, and safe working practices.
- Include the management of health and safety as a specific responsibility of managers at all levels.
- Ensure this policy is understood and implemented throughout the organisation.
- Engage employees in health and safety decisions through consultation and co-operation.
- Maintain workplaces under our control in a condition that is safe and without risk to health.
- Regularly review compliance with the policy and the management system that support it.
- Provide sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute to their own health and safety at work.
- Ensure that employees receive appropriate training, and are competent to carry out their designated responsibilities.

This statement was approved on 27th July 2023 by London Office Interiors Managing Director Tony Abrook, who will review and update it annually.

Managing Directors signature

Tony ABROOK

DIGITALLY SIGNED BY TONY
ABROOK DATE: 27/07/2023

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