

## Health and Safety Policy

We take health and safety issues very seriously at Lathams, and we are committed to complying with the Health and Safety at Work Act etc 1974. We also adhere to all associated health and safety legislation, codes of practice and guidance notes, and are committed to protecting the health, safety and welfare of all our employees. We invest time, money and other resources to ensure our legal obligations for health and safety are met.

Our Directors are responsible for making sure that their health and safety responsibilities are discharged effectively through their office. Nominated staff are responsible for achieving this by making sure health and safety legislation is complied with throughout the office. They also carry out statutory risk assessments and implement safety controls and safe systems of work, conduct office health and safety audits, and make sure all staff are fully trained and well versed in our safety manual.

Our Health and Safety Advisor is responsible for the strategic overview and planning of procedures and arrangements, is our designated advisor for internal health and safety and also carries our regular reviews and development of our Health and Safety Policy.

Employees have a legal responsibility as defined by the Health and Safety at Work etc Act 1974, to adopt safe methods of work in order to avoid injury to others who may be affected by their acts or omissions. This means they are responsible for:

- Familiarising themselves with, and complying with, our safety rules and procedures
- Making use of safety provisions, safety equipment and health and safety related training
- Following the procedure for reporting incidents, diseases, dangerous occurrences and near misses
- Reading our safety manual and recording that they have done so.



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Managing Director

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