

PART I THE HEALTH & SAFETY POLICY STATEMENT

- 1 **Harbottle & Lewis LLP**, as a leading provider of legal services, has a policy to comply with the Health & Safety at Work etc. Act 1974, the Management of Health & Safety at Work Regulations 1999, and all other appropriate Regulations and Approved Codes of Practice by all people who work for this firm or who are protected by its undertakings together with visitors to the office such as clients, contractors, etc.
- 2 It is our Policy to do all that is reasonably practicable to:-
 - 2.1 Prevent personal injury and damage to property.
 - 2.2 Protect personnel and the environment from reasonably foreseeable hazards.
 - 2.3 Protect the public in so far as they come into contact with this firm's activities.
 - 2.4 Commit the necessary resources required to manage our Health & Safety systems.
 - 2.5 Continually strive to improve Health & Safety standards throughout the firm by setting annual targets and reviewing our objectives and measuring the progress on formal audits.
- 3 In particular, it is our Policy to:-
 - 3.1 Provide and maintain safe and healthy conditions; taking account of statutory requirements to provide training and instructions to enable employees to perform their duties safely and efficiently.
 - 3.2 Make available all necessary safety devices and protective equipment and train and supervise their use as necessary. When required, Personal Protective Equipment will be provided as a 'last resort' control measure.
 - 3.3 Carry out an annual review of this policy and other Health & Safety control systems employed by the firm.
 - 3.4 Consult with employees through the Safety Committees on any matter which may affect them in relation to Health, Safety and Welfare.
- 4 Employees have a legal duty to co-operate in the operation of this Policy by:
 - 4.1 Not interfering with or misusing anything provided in the interest of Health and Safety.
 - 4.2 Reporting incidents that have or may lead to accidents.
 - 4.3 Complying with all Health, Safety and Environmental instructions.
 - 4.4 Taking reasonable care for the Health & Safety of themselves and others who may be affected by their acts or omissions at work.
- 5 All Partners, Managers and Supervisors are ultimately responsible to the Senior Partner for carrying out the Health & Safety Policy Requirements



Managing Partner



Dated