



## **Health and Safety Policy Statement**

Combined Office Interiors Ltd (COI) acknowledge that the key to successful Health & Safety Management requires an effective policy and organisation arrangements which reflect the commitment of senior management. To sustain that commitment we will continually measure, monitor and revise where necessary our Policies and Procedures to ensure Health & Safety standards are adequate.

It is the policy of COI to ensure, so far as reasonably practicable, the Health Safety and Welfare of all employees working for the Company. Equally, we expect a similar responsibility for the Health & Safety of other persons who may be affected by our actions. Every employee has a legal and moral obligation to see that their acts or omissions do not place other employees, members of the public or colleagues in jeopardy.

The Company regards all Health & Safety legislations as the bare minimum and expects management to achieve their managerial targets without compromising Health & Safety.

The Company will provide, so far as it is responsibly practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction and training is given.

The Company will ensure that suitable and sufficient risk assessments are completed as required by statutory legislation and all recommendations are implemented. When this has been undertaken all necessary employees will be provided with enough information to enable them to complete their work activity safely.

The Company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

All employees have duties under the Health & Safety at Work Act 1974 and they are informed of their personal responsibilities to take due care of Health & Safety of themselves and to ensure that they do not endanger other persons by their acts of omissions. They are also informed that they must co-operate with the Company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

This Policy has been prepared in compliance with sections 2(3) of Health & Safety at Work Act 1974 and will be amended, monitored and added to from time to time to conform to new or amended legislation.

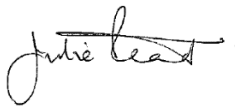
Group Managing Director: Darren Griffin



Administration Director: Sally Smith



HR & Procedures Director: Julie Read



Dated: 1<sup>st</sup> April 2021