



Health & Safety Policy

(1) Introduction:

The Health and Safety of all our Employees, Contractors and Visitors is of paramount importance to Harwoods of Kent Ltd.

The Directors of Harwoods of Kent Ltd. have reviewed the health & safety of the Company's trading address of Units D31-D32 New Covent Garden Market, Nine Elms Lane, London. SW8 5LL.

(2) Company Responsibilities:

Harwoods of Kent Ltd. will ensure, so far as reasonably practicable, the health, safety and welfare at work of all Employees, It will manage its Business in such a way, and so far as is reasonably practicable, that the safety and welfare of persons not employed by Harwoods of Kent Ltd. are not exposed to risks.

This policy document also explains in broad terms what must be carried out by everyone within Harwoods of Kent Ltd. to achieve these objectives. The aim is to provide a sound basis for the co-operation between the Directors and Employees and is intended to encourage continuous improvement of our Health, Safety and Environmental performance.

(3) & (4) Objectives and Commitment:

- (3a) Concentrate on the elimination of risks to persons, as a first priority, then on risk reduction, prevention of an injury and loss due to damage.
- (3b) Identify the health and safety hazards and manage those hazards so that the risks are effectively controlled, in accordance with this policy
- (3c) Work to safety standards which satisfy our Statutory requirements and reflect good industry working practices.
- (3d) Review and develop these standards continuously and when changes in legislation, industry practice occurs, revise them accordingly.
- (3e) Training, supporting and continuous assessment of Employee performance.

(4) Harwoods of Kent Ltd. are committed to consult with on Health and Safety and Welfare by:

- (4a) Ensuring that all our Employees are trained to understand and carry out their work responsibilities
- (4b) Continually monitoring this policy by auditing and reviewing its effectiveness in the workplace.

(5) Legal Obligations:

Harwoods of Kent Ltd. recognises the legal obligations placed on it by the Health & Safety at work act 1974 and other statutory legislation, as may be applicable to our undertaking.

- (5a) Our health and Safety documentation and records are kept in the main office and are freely accessible to Employees, Contractors, Visitors and any other persons(s) who may be affected by our operations.
- (5b) All Employees must be aware of this Statement and are obliged to familiarise themselves with all the documented systems in place within the working area.
- (5c) Any Employee that has any issues or concerns over this policy must contact a Director of Harwoods Kent Ltd. as a matter of urgency, in writing.