

## HEALTH AND SAFETY POLICY STATEMENT

Bells IT Support Ltd is committed to conducting its business in a manner that protects the health, safety and welfare of its employees, contractors, the general public and all others that may be affected by its activities.

We also recognise that the effective management of health and safety is an integral part of the overall business performance and should be an integral everyday part of our employees' activities. We expect therefore, that those employees and others who may be involved with our work activities, to share this commitment by taking personal responsibility in complying with the company policies and procedures and the legal and moral obligations to themselves and others.

In order to achieve these objectives, Bells IT Support Ltd will:

- provide leadership, direction and adequate resources to ensure the proper provision for health, safety and welfare at work and to implement this policy;
- actively take reasonable and practical steps and measures to prevent injury and cases of ill health by managing the health and safety risks in the workplace;
- provide information, instruction, training and supervision to employees, as is necessary, so they can carry out their work in a responsible and safe manner and to secure the safety of others who may be affected by their actions;
- ensure safe handling and use of any substances which may cause harm to employees who are required to use them during the course of their work;
- ensure that plant and work equipment are provided and maintained in a safe condition and without risks to health;
- ensure contractors have the necessary skills, knowledge, experience and, where relevant, the capability to carry out the works contracted to them;
- implement a means of consultation and communication on health and safety matters with employees, including others that may be affected by its activities;
- ensure that emergency procedures are in place at all locations for dealing with significant health and safety incidents – e.g. in the case of fire;
- implement programmes for continual improvement of its management and performance of Health and Safety;
- comply with applicable legal requirements, codes of practice, regulations and other requirements.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation.

This Policy will be brought to the attention of all employees and other interested parties and will be available on the company website.