

Health and Safety at Work

UK Shared Business Services Ltd (UK SBS) seeks to fully comply with the requirements of the Health and Safety at Work Act 1974, the Corporate Manslaughter and Corporate Homicide Act 2007 and all other relevant health and safety statutes and regulations (subject only to such exceptions, exemptions and qualifications as are provided for in the legislation). We regard compliance with health and safety legislation as the absolute minimum standard acceptable.

Where they undertake work on behalf of the company, we will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees - providing such information, training and supervision as needed. We will also accept our responsibilities for the health and safety of visitors and contractors, and other members of the public who enter our premises or may be affected by our activities.

The Executive Director (ED) is ultimately responsible for health and safety within the company. The Property Asset Management Director (PAMD) acts on behalf of the ED in overseeing arrangements for the development and implementation of health and safety policies and procedures. The Facilities and Health & Safety Lead reports through to the PAMD and is responsible for:

- The delivery of our health and safety policies;
- Investigating accidents;
- Regular health and safety inspections being carried out and reports compiled on any findings;
- Matters concerning health and safety being reported to the PAMD;
- Health and safety training across the organisation;
- Providing advice on health and safety matters (to both management and employees);
- Contributing to policy development; and
- Setting a personal example at all times with respect to health and safety.

All employees have a legal duty to take reasonable care of their own health and safety and for the health and safety of others who may be affected by their work activities. Employees are required to follow all relevant procedures, codes of practice and guidelines and to report to management any matter likely to present a danger to employee health and safety.

Our Health and Safety Policy, and the way in which it is implemented, will be regularly reviewed.