

## SKANSEN INTERIORS LIMITED

### HEALTH AND SAFETY POLICY STATEMENT

#### 1.1 DESCRIPTION OF COMPANY

Skansen Interiors Ltd is a company operating from their offices at Aldermay House, 10-15 Queen Street, London, EC4N 1TX and at project specific offices at varying locations.

#### 1.2 POLICY STATEMENT

Under the Health & Safety at Work etc. Act 1974 and other related statutes the Company, has a legal and a moral obligation to safeguard anyone who may be affected by our undertaking. We have duties to our employees, contractors, visitors, clients and the general public.

We also have duties in respect of provision of employee training, provision and maintenance of employee safety equipment and employee welfare.

Skansen Interiors Ltd fully accept their obligations and responsibilities and the following statement and organisational chart, read in conjunction with the accompanying health and safety arrangements explains how compliance should be achieved.

Skansen Interiors Ltd ensures, so far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the actions of the Company, its employees or as a result of its activities.

This is achieved by:

- Ensuring that all employees play an active part in the health and safety of the Company by consulting with them and by providing them with adequate information, instruction, training and supervision for them to understand and carry out their role within the Company.
- By ensuring that project managers are aware of their responsibilities in respect of safety of our clients' sites.
- Ensuring that there are safe and healthy systems of work in place for tasks that could present a risk to any person's health and safety.
- Ensuring that all Company premises and work sites are regularly inspected for safety in accordance with Company procedures.
- Ensuring that the working environment is maintained in a safe, clean and hygienic condition and has safe access and egress.
- Ensuring that hazardous areas are kept secure with access controlled and restricted to competent persons.
- Ensuring that the quantity of hazardous substances held on site is kept to a minimum and that its use is strictly controlled, with adequate safety information available.

- Ensuring that suitable personal protective equipment (PPE) is provided where required for site staff.
- Ensuring that all electrical installations and appliances are inspected and tested and procedures meet with current standards.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to the necessary statutory and routine inspections.
- Ensuring that there are adequate welfare facilities provided for site staff.
- Ensuring that adequate first aid provisions are provided at each work site.
- Ensuring that all professional undertakings are carried out in accordance with Company procedures or guidance and in accordance with professional organisation codes of practice.

Employees are required to co-operate with the Company not only to ensure their own personal safety but also to ensure that they are not in breach of legislation. The employees' specific responsibilities are:

- To comply with all health and safety rules, safe systems of work, Company and professional procedures and codes of practice.
- To co-operate with the Company so that the Company can discharge its duties and requirements under legislation.
- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

The details of this safety policy are to be made available to all employees and are to be made available on all relevant worksites. The policy is to be reviewed annually and updated as and when required.



SIGNED

MANAGING DIRECTOR  
DATE: January 2009