

Policy

Health and Safety Policy

Scott White and Hookins LLP (SWH) is committed to providing and maintaining a working environment that ensures the health and safety of our staff, clients, contractors and visitors. We aim to prevent accidents and illness by making sure that Health and Safety considerations are at the heart of everything we do.

SWH recognises that the talent and energy of the men and women who work for us are its most valuable assets. Everyone who works at SWH is encouraged to actively take part in and support this policy. The support of employees is necessary to achieve the objectives of the Policy and it is made clear that Health and Safety is a responsibility of equal standing with all other responsibilities.

The overall responsibility for Health and Safety lies with the Managing Partner who will keep all personnel advised as to their responsibilities and those of the Practice, in respect to health and safety matters detailed in the practice organisation structure.

Actions

SWH recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and the Regulations which affect its activities. In order to fulfil their obligations SWH will:

- Provide the necessary information, instruction, training, and supervision to ensure the Health and Safety of its employees and others.
- Provide and maintain plant and equipment with systems that are safe and without risk to health, safe place of work and a safe system of work.
- "So far as reasonably practicable" ensure that they will provide satisfactory financial resources and support needed to meet these objectives and the systems that are in place.
- Ensure that effective planning, control, and monitoring of all offices are maintained.
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health, or damage to the environment.
- Consult with our staff on matters relating to their health, safety and wellbeing at work.

The Partners, and Staff at Scott White and Hookins LLP will strive to improve the health and safety culture throughout the Practice at all levels.

| Partner Responsible | Last reviewed | Next review |
|---------------------|---------------|-------------|
| Doug Alcock | March 2019 | March 2020 |