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## Part 1 – Section A

### General Health and Safety Policy Statement

(Health and Safety at Work etc. Act 1974) and other relevant legislation.

Buro Four acknowledge their responsibility for, and commitment to, a management policy that ensures matters relating to Health and Safety for their staff, visitors and contractors will receive due consideration and priority for action at all times.

Buro Four will provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and will provide such information, training and supervision as is necessary to achieve this. This also extends to an awareness of Health and Safety matters when its staff are working in external environments away from the direct control of Buro Four. Buro Four also accept responsibility for the Health and Safety of tenants, visitors and for contractors working at its premises, who may be affected by its activities.

Buro Four recognises its obligations to visitors to its premises. In this regard, all visitors will be required to take reasonable steps to ensure their own health and safety, and that of all others at Buro Four's premises.

The allocation of duties for Health and Safety matters and the particular arrangements to implement the policy are set out within a Health and Safety Policy document which is readily available for inspection and reference at the main offices of Buro Four and via the Information Technology database.

In order to ensure the policy is kept up to date, to reflect changes to legislation or the administration of Health and Safety at Buro Four, the policy, and the way in which it is to be implemented, will be reviewed annually, or if significant changes to working practices and/or legislation occur, then the relevant parts of the Policy will be reviewed at any required interim times.

Signed:

A handwritten signature in black ink, appearing to read "I. Higgs", with a stylized flourish at the end.

Ian Higgs, Director

Date: 23 October 2018

Review Date: 23 October 2019