

HEALTH AND SAFETY POLICY

The Managing Director has set up a management structure at Ludlum Systems Ltd to meet the requirements of the Health and Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1999. The Managing Director approves Ludlum Systems Ltd Health and Safety policies and provides resources to ensure the welfare of staff and others impacted by these activities. The Managing Director is ultimately responsible for health and safety at Ludlum Systems Ltd.

The Compliance Team is responsible for ensuring that the policies meet the requirements of the Health and Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1999 and for ensuring that they are implemented on a day-to-day basis throughout the workplace. LSL monitors changes to legislation via our Legal Register. The Compliance Team chairs Health and Safety Committees to monitor the effective working of the policies, to communicate changes to policies and procedures and to gain two-way feedback on any new issues affecting day-to-day working practices. The Compliance Team is responsible for keeping up-to-date with legislation and maintaining the documentation of the Ludlum Systems Ltd Health and Safety management system including risk assessments. The Compliance Team also arranges external training as appropriate.

The Heads of Departments (HoDs) are managers or supervisors who are responsible for managing the common health and safety procedures and the specific procedures relevant to their functions. In collaboration with the Compliance Team, they consider the health and safety implications of the materials and equipment used and the activities that are carried out in their departments. They develop risk assessments and consider preventative measures to minimise risk in agreement with the Compliance Team. They also ensure that their staff are trained in appropriate safety measures and ensure that any personal protective equipment (PPE) provided is used as intended. LSL has a series of H&S objectives; these are routinely reviewed at our annual Management Meeting and are updated as required. LSL monitors the Management system through monthly team meetings, updates to the team via our Legal Register and filter important H&S matters down to our employees. With this, we strive for continuous improvement.

Employees and agency workers are required to follow procedures developed for their safety including the use of personal protective equipment (PPE). Deliberate failure to act in a safe manner at work is subject to our disciplinary procedures.

Methodology applied to common and departmental specific activities:

- Compliance Team determines relevant legislation
- Compliance Team and Managing Director agree on policies and document them
- Compliance Team and HoDs develop risk assessments
- Compliance Team and HoDs agree procedures to minimise risk
- Compliance Team documents risk assessments, arrangements and mitigating procedures
- Health and Safety Manual updated as appropriate.
- Compliance Team arranges external training as appropriate
- HoDs train and manage staff working in their areas of responsibility
- Compliance Team hold Health and Safety Committee meetings at regular intervals with representatives drawn across functions to communicate any changes or new legislation and addresses any day-to-day issues raised.



Dr Paul Read
Managing Director
15th May 2024