

Health and Safety Policy

Part 1: Statement of intent

This is the health and safety policy statement of Mimoto Limited.

Our health and safety policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- provide personal protective equipment where necessary
- consult with our employees on matters affecting their health and safety
- provide and maintain safe equipment
- in the extremely unusual case where use of substances is required for work purposes, ensure the handling and use thereof is safe
- maintain safe and healthy working conditions
- identify emergency procedures, including evacuation in case of fire or significant incident
- review and revise this policy regularly

Date: 2021-07-08

Reviewer/Author: Sam Jones

Signed:



Review Date: 2022-07-08

Part 2: Responsibility for health and safety

Overall and final responsibility for health and safety:

- Sam Jones (Co-Founder)
- Pete Birkinshaw (Co-founder)

Day to day responsibility for ensuring this policy is put into practice:

- Sam Jones (Co-Founder)
- Pete Birkinshaw (Co-founder)

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Sam Jones & Pete Birkinshaw: safety, risk assessments, consulting employees, accidents, first aid, monitoring, investigation, emergency procedures, information, instruction, training.

All employees should:

- co-operate with supervisors and managers on health and safety matters
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (detailed above)

Part 3: Arrangements for health and safety

Risk assessment:

- We will complete relevant risk assessments and take action
- We will review risk assessments when working habits or conditions change

Training:

- We will give staff and subcontractors health and safety induction and provide appropriate training
- We will provide personal protective equipment where necessary
- We will make sure suitable arrangements are in place for employees who work remotely.

Consultation:

- We will consult routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation:

- We will ensure staff know their local evacuation plan.