

Board Commitment

The Board regularly reviews our Policy on Health and Safety to ensure our commitment to ensure our activities are safe for staff, customers and anyone connected to our operations. We will do all that is reasonable to ensure a safe and healthy working environment and safe working methods.

The Standards to be achieved

It is important that we set out the standards in health and safety matters which the Company will strive to achieve. These are to:

- i. Monitor the working environment and systems of work to ensure risks are kept to a minimum.
- ii. Provide information to staff and customers to keep them properly informed about health and safety arrangements.
- iii. Provide suitable and sufficient training and supervision to management and staff to allow them to carry out their job safely.
- iv. Make sure that all parts of the company have access to competent, specialist advice.
- v. Monitor and investigate accidents to identify trends and reduce the likelihood of future incidents.
- vi. Consult with staff on health and safety issues.
- vii. Comply with the law currently in force.

Who is Responsible for Health and Safety?

Every member of staff has a legal duty to take care of themselves and others who may be affected by what ever they do - or don't do - whilst at work. We are also duty bound to co-operate with the Company's arrangements for controlling health and safety. This is all part of our terms of employment.

Managers and supervisors have additional responsibilities. It is an integral part of their duties to manage all health and safety issues with their unit. Advice and assistance is always available from the specialist support departments but the manager or supervisor retains full responsibility for making sure that suitable health and safety arrangements have been made locally and that individual responsibilities are clearly allocated.

Each business within the company has appointed a director or senior manager to be responsible to the business management Board for:

- i. Making sure suitable health and safety training is carried out for all staff.
- ii. Making sure there is a suitable system of consulting with staff on health and safety issues.
- iii. Making sure that the company's policy on health and safety and the arrangements for bringing it into effect is complied with and communicated to all staff.

This policy will be reviewed on an annual basis and its implementation is the responsibility of the Group Risk Director, Mark Sabin.

Group Finance Director Robert Moorhead is specifically tasked with keeping the Board advised on the progress the businesses are making towards compliance with the Company Policy and to ensure that adequate, competent specialist health and safety support is available to the businesses.

An annual health and safety report detailing trends, performance and recommendations is presented to the Board.

Reviewed by W H Smith PLC Group Board: April 2015