

4.2 POLICIES

SAVILLE AUDIO VISUAL HEALTH & SAFETY POLICY STATEMENT

Saville Audio Visual is a private limited company engaged in the sale, service, hire and installation of audio visual (AV) equipment and presentation systems with fifteen sites nationwide. For ease of management the Company is divided into four main divisions.

- **Technical & Sales Division:** Designs, builds, supplies, installs and services audio visual systems and its associated technology. Specifies and supplies a wide range of presentation solutions and audio visual equipment including LCD projectors, interactive whiteboards, video conferencing and digital display equipment to a large and varied customer base.
- **AV Hire and Conference Division:** Provides and installs audio visual equipment and lighting for small and large conference presentations and offers daily/short term hire of AV equipment to customers who visit the premises.
- **Central Division:** The administrative division of the Company provides IT, accountancy and personnel services, and advice on Health and Safety, Quality and Environment to the Group. Advertising, marketing and PR are also incorporated within this division.

Health and Safety Statement:

The company is committed to ensuring the health, safety and welfare and prevention of injury and ill health of its employees and others who may be affected by our activities so far as is reasonably practicable.

The Company will take steps to ensure that its statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly assessed and supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety. Competent people will be appointed to ensure the Company meets its statutory duties.

Every employee must cooperate with us to enable all statutory duties to be complied with.

Health, Safety, Environment & Quality

The successful implementation of this policy requires total commitment from all categories of employee, from board directors to the latest recruit.

Each individual has a legal obligation to take reasonable care of his or her own health and safety, and the safety of other people who may be affected by his or her acts or omissions.

The Company will realise its policy objectives by establishing a culture of continuous improvement through risk assessment and staff training.

This policy will be regularly monitored to ensure that the objectives are achieved.

It will be reviewed and, if necessary, revised in the light of legislative or company changes.

Signed 
(Chairman)

Date 22 OCTOBER 2008