



# HS WALSH & SONS

— SERVING JEWELLERS & HOROLOGISTS SINCE 1947 —

Hunter House  
Biggin Hill Airport  
Churchill Way  
Biggin Hill  
Kent  
TN16 3BN

## Health & Safety Policy

HS Walsh & Sons Ltd is committed to providing a safe and healthy working environment for all of our colleagues and other stakeholders who may be affected by our activities. This is achieved through adopting the correct health and safety practices, ensuring compliance with all relevant legislation, whilst reducing risks and seeking to continually improve as a business.

### We Are Committed To:

- Providing all the necessary information, training and equipment to enable our employees to do their job safely and any additional duties they undertake for the business.
- Providing safe and healthy working conditions, conducting our business activities in a manner that prevents the injury and ill health of our employees and others.
- Ensuring all measures are appropriate for the context of our day-to-day business and the specific nature of our H&S risks and opportunities.
- Fulfilling all current and future health and safety legal and other obligations that apply to us wherever we operate, periodically auditing activities to ensure compliance.
- Undertaking regular consultation and collaboration with management and employees
- Fully assessing the risks of our activities and seek to reduce our impact on Health and Safety, with an ultimate aim of achieving zero work related accidents.
- To provide an open-door policy for H&S discussion, actively encouraging our colleagues to discuss, participate in and as a result, adhering to H&S requirements and improvements.

### We Will Achieve This By:

- Implementing, regularly reviewing and continuously improving our H&S management system to ensure a standardised approach to H&S across our 3 locations.
- Discussing and communicating in-house any lessons learned and best practice to share knowledge, learn from experience and aid continuous improvement.
- Working with stakeholders, including our supply chain and trade partners, to promote continuous improvement in the workplace and industry.
- Monitoring, reviewing and reporting on our H&S performance, measured against set targets at our quarterly management meetings.

## Responsibilities

**Overall Responsibility for Health and Safety at HS Walsh & Sons Ltd:** Patrick Sheehan, CEO

Our Chief Executive Officer has overall responsibility for the implementation of the HS Walsh & Sons Ltd policy, including ensuring that the policy is widely communicated and that its effectiveness is monitored.

**Day to Day Responsibility:** Senior Management Team, in accordance with our HS Walsh & Sons Ltd structure chart.

The Management Team is responsible for helping create a workplace that is safe and supports the health and the wellbeing of our employees.

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Director: W P Sheehan

Registered in London 03553069



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Each Management Team member is responsible for communicating and promoting H&S awareness and responsibilities to their teams and as a result, all employees. With clear instructions and responsibilities, our procedures will equip our employees with the tools and knowledge to meet their H&S duties.

## **H&S Representatives:** Gemma Turner (HR)

HS Walsh & Sons Ltd will support the H&S Representatives in carrying out their role and provide all reasonable assistance. H&S Representatives will be encouraged to discuss specific health and safety issues with the CEO and fellow Senior Management Team members. They may also formally report hazardous or unsafe circumstances to the CEO and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken. Responsibilities include:

- Production and updating of this policy and other relevant H&S documentation
- Monitoring and reporting on the effectiveness of the policy
- Support the identification of health and safety training needs
- Attendance at audits
- Maintenance and communication of emergency procedures including evacuation
- Risk assessing
- First Aid
- Supporting building safety adherence including electrical testing and contractor compliance.

## **All Employees:**

The Health and Safety at Work Act requires each employee to:

- Taking reasonable care of their own health and safety
- Co-operating with their employer and following instructions
- Not putting others in danger
- Report any hazards, illnesses or injuries.

All employees should as part of the above formal guidance:

- Follow our H&S procedures, associated forms and guidance that apply to their role(s), seeking advice where needed.
- Complete all relevant and applicable H&S training.
- Uphold 'Look Out' – looking out for colleagues and always report incidents, near misses and hazards or any health and safety concerns to the H&S Representatives without worry of reprisal.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the HS Walsh & Sons Ltd Disciplinary Procedure.

We will formally review and update the H&S Policy on an annual basis as a minimum.

Signed (name & title): W P Sheehan.....

Date: 23 September 2025.....