



Health and Safety Policy

LOKR Sports Ltd

Last updated: 28 April 2026

Document Control

Policy Owners: CEO

Approval Date: 01/08/2024 \ **Effective Date:** 01/08/2024 \ **Review Date:** October 2026

Note: This policy must be reviewed annually or when significant changes occur to ensure its continued relevance and effectiveness.

- **01/08/2024** (v1.0, Iris Chang) Create formalised Health and Safety Policy
- **10/08/2025** (v1.1, Claire Robinson) Annual Review
- **08/10/2025** (v1.2, Claire Robinson) Update for LOKR

1. Introduction

This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

2. Policy Statement

LOKR Sports Ltd (LOKR) fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Chief Executive to ensure that the following policy is implemented and to report annually on its effectiveness.

3. Management Responsibilities

Chief Executive

The Chief Executive Officer has overall responsibility for the implementation of the Company's policy. They are responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Directors and Senior Managers

These managers are wholly accountable to the Chief Executive for the implementation and monitoring of the policy within the area of their specified responsibility.

Safety Officer

The Safety Officer is a nominated manager responsible for coordinating effective health and safety policies and controls across the organisation. At LOKR, the Safety Officer is the Director of Operations.

The Safety Officer is responsible for:

- The production and maintenance of the Company's policy and ensuring that Department Guidelines are consistent with policy
- Its application
- Monitoring and reporting on the effectiveness of the policy
- The provision of general advice about the implication of the law
- The identification of health and safety training needs

- Acting on behalf of the Chief Executive as the Company's formal

link with the Health and Safety Executive, Environment Health Departments and other external agencies

- The production and maintenance of any health and safety documents or

codes of practice as necessary for any relevant area of the Company services where this is required

4. Health and Safety Management Process

LOKR recognises that protecting the health, safety, and welfare of its staff is a fundamental part of effective management. The Company is committed to complying with The Health and Safety at Work etc. Act, relevant Codes of Practice, and all applicable regulations, adopting these as minimum standards. Responsibility for health and safety will be clearly defined within management job descriptions to ensure accountability at all levels.

The Company requires managers to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that most of the health and safety needs will be met as part of day-to-day management. If unpredictable health and safety issues arise during the year, the Chief Executive must assess the degree of risk in deciding the necessary resources and actions to commit to addressing these issues.

5. Arrangements for Health and Safety

Risk Assessment

The Company will complete relevant risk assessments and act. When working habits or conditions change, risk assessments will be reviewed.

Training

Health and Safety training should be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

The Company will give staff and subcontractors Health and Safety induction and provide appropriate training.

Consultation

The Company will consult staff routinely on Health and Safety matters as they arise formally when we review Health and Safety.

6. Health and Safety and Individual Employees and Contractors

The Health and Safety at Work Act requires each employee and contractor to take reasonable care for the Health and Safety of themselves and of other people who may be affected by their acts and omissions and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances, counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves either themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

7. Enforcement:

All employees, contractors, and suppliers are expected to comply with this policy. Non-compliance may result in disciplinary action or termination of contracts, depending on the nature and severity of the breach. Persistent or deliberate breaches may be escalated to the Board for further action. LOKR reserves the right to audit compliance and require corrective measures where deficiencies are identified.

8. Review

All policies are reviewed on an annual basis automatically. Additional specific criteria for review include:

- Changes to local or national policy or service provision or legislation.
- incidents prompting policy review (e.g., where policy was not followed, or proved inadequate).