

ORGANISATION AND RESPONSIBILITIES

General Responsibilities

The following individual post(s) have been allocated overall health and safety responsibilities within the terms of our policy:

- Mr Chris Rick, Director

Day to day responsibility for ensuring the policy is put into practice and consultation with employees is delegated to:

- the Directors

Responsible Persons

It is important that health and safety standards are maintained and improved. Where necessary specific roles within the Company have been allocated additional responsibility for health and safety. Where this responsibility is specific to a subject area, the details of the responsible person are communicated to employees in writing or verbally as required.

These Responsible Persons will also be required to monitor their areas of control as well as the performance and activities of all persons under their control to ensure that acceptable standards are maintained. They will ensure:

- The objectives and guidance outlined within our health and safety management system is fully understood and observed by persons under their control;
- Responsibilities for health and safety are clearly defined and allocated/delegated to the appropriate levels within their areas of responsibility;
- The health and safety policy statement will be brought to the attention of all employees under their control, making them aware of all hazards and the means of controlling those hazards;
- Any changes to the health and safety policy or our arrangements are brought to the attention of all persons under their control;
- That no items of machinery, equipment or substances are used unless the hazards associated with them have been identified, risk assessed and effective controls put into place.

Employees Shall:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Co-operate with management to meet the employer's legal duties and work in accordance with the Company's procedures;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

Health and Safety Assistance:

To assist us in our undertaking we have appointed NatWest Mentor as Health and Safety Consultants to provide competent advice and guidance.

Issue 3