

HEALTH AND SAFETY POLICY STATEMENT

The Directors of the business attach great importance to the health, Safety and welfare of its employees at work. The promotion of health and safety at work is regarded as a common objective for both management and employees.

The duties under the Health and Safety at Work Act will be met as follows:

The Directors

In the operation and maintenance of all equipment and systems of work, it is the duty of the Directors to do everything possible to prevent personal injuries and minimise health hazards. In particular the Directors will ensure:

- a) Equipment and systems of work that are as safe as is reasonably possible.
- b) Safe arrangements for the use, handling and storage of articles and substances.
- c) The collection of up-to-date information on the toxicity and potential hazards of all substances used by the organisation. This information will be available to those with a legitimate need for that information.
- d) Procedures are in place to limit exposure to and, where necessary, monitor the use of substances hazardous to health as an ongoing priority. Particular care will be taken with the introduction of new substances and the risks will be assessed as required.
- e) The provision of sufficient information, instruction, training and supervision to enable employees to avoid hazards at work and contribute positively to their own safety and health.
- f) The provision of appropriate health and safety rules and procedures.

The Employees

It is the duty of every employee to exercise personal responsibility and to do everything to prevent injury to oneself and to others including:

- a) Working safely and efficiently by using any protective clothing or equipment provided and by meeting any relevant statutory requirements.
- b) Adhering to health and safety rules and procedures.
- c) Bringing to the attention of the Management anything which , in their opinion, could be a risk to health or safety.
- d) Reporting incidents or defects that may have led or may lead to injury.
- e) Co-operation in the investigation of accidents to aid prevention of a recurrence.
- f) Familiarising themselves with the Health and Safety Handbook available from reception

General

Notices indicating the emergency procedures are situated around the premises and all employees are expected to familiarize themselves with the emergency procedures, the fire fighting equipment and fire exits



Signed: .B R Turner

Dated: 1/04/2004

Managing Director