

1. General Statement Of Policy

The Company is committed to providing a safe and healthy place of work for all employees. This commitment applies to all workplaces used by the Company.

The Company is also committed to the highest standards of Health and Safety at Work. The implementation of this commitment is the primary responsibility of Management, including Foremen and Supervisors. Employees have an important part to play in creating and maintaining a safe and healthy working environment. They also have a legal responsibility of care for their own health and safety and for the safety of persons who may be affected by their actions.

The Company will fulfill its responsibilities in accordance with Health and Safety legislation, Approved Codes of Practice and Good Working practices. This will be achieved by:-

- Seeking at all times to provide a safe and healthy working environment.
- Ensuring that employees know the risks of the work undertaken by the Company and the measures to avoid them.
- Providing training and instruction to enable employees to perform their work safely and efficiently.
- Promoting the maximum involvement of employees to avoid and prevent accidents.

The Company has produced this Health and Safety Policy Document setting out personal responsibilities and the organisational measures to ensure satisfactory standards of Health and Safety at Work. Careful evaluation of risks has been undertaken in accordance with the relevant standards. Copies of the Risk Assessments and Risk Control Procedures are available to all managers and is available for all employees.

The Company places particular emphasis on Health and Safety matters. All work activities in a way which is safe and healthy for all persons, including fellow employees. The Company's Safety and Accident Prevention Policy is available to all employees.

Name:	
Position:	
Signature:	
Date:	

2. Health and Safety Responsibilities

2.1 Introduction

The ultimate responsibility for safety and health lies with the senior management of the Company. The Managing Director has overall responsibility for the implementation of the Company Health and Safety Policy.

Safety At Work

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The Company is also committed to the highest standards of Health and Safety at Work. The implementation of this commitment is the primary responsibility of Management, including Foremen and Supervisors. Employees have an important part to play in creating and maintaining a safe and healthy working environment. They also have a legal responsibility of care for their own health and safety and for the safety of persons who may be affected by their actions.

The Company will fulfill its responsibilities in accordance with relevant Health and Safety legislation, Approved Codes of Practice and Good Working practices. This will be achieved by:-

• Seeking at all times to provide a safe and healthy working environment.

• Ensuring that employees know the risks of the work undertaken by the Company and the measures to avoid them.

• Providing training and instruction to enable employees to perform their work safely and efficiently.

• Promoting the maximum involvement of employees to avoid and prevent accidents.

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The Company places particular emphasis on Health and Safety matters. All work activities in a way which is safe and healthy for all persons, including fellow employees. The Company's Safety and Accident Prevention Policy is available to all employees.

Each Manager and Foreman (responsible for the maintenance function over which he exercises authority) will be responsible for ensuring that the necessary actions are taken to maintain the equipment in a safe and healthy condition. He is also required to report any circumstances which may lead to a breakdown or delay.

Each chargehand and supervisor will assist the Head of Department in the implementation of the Health and Safety Policy as Supervision) will be responsible for ensuring that the necessary actions are taken to maintain the equipment in a safe and healthy condition. He is also required to report any circumstances which may lead to a breakdown or delay.

Every person employed has legal responsibilities and authorities in relation to health and safety. All requests, suggestions or complaints must, in the first instance, be referred to the appropriate person for consideration and appropriate course of action.

The Organisation and Reporting of Health and Safety as for all other aspects of business. In order to ensure the effective implementation of health and safety at work, the following specific responsibilities and authorities are assigned to the following positions:

2.1.1 Managing Director - Who is responsible for the overall health and safety of the company?

- Overall responsibility for the health and safety of the company, monitoring its effectiveness and ensuring that adequate resources are available.
- Liaison with his fellow Directors to ensure that adequate resources are available for the health and safety of the company.
- Ultimate authority for the health and safety of the company.

2.1.2 Location Manager - Who is responsible for the health and safety of the employees working in the area of his responsibility?

- To bring the Health and Safety Policy to the attention of employees within those areas for which he has responsibility and to ensure that the policy is kept up to date.
- To monitor safety performance and ensure that adequate resources are available for the health and safety of the company.
- To liaise with Enforcement Authorities, as necessary, to ensure that adequate resources are available for the health and safety of the company.
- To receive reports from employees and the Company Safety Officer or Health and Safety Committee on all matters relevant to Health and Safety at Work that may affect the health and safety of the company.
- To act as Chairman of the Health and Safety Committee, if one exists.
- To keep up to date with health and Safety Commission regulations, plant, machinery and equipment used in the area of his responsibility.
- Authority to interpret and implement the Health and Safety Policy in relation to specific issues are referred to him.

2.1.3 Works Engineer - Who is responsible for the health and safety of the employees working in the area of his responsibility?

- To devise and implement the Health and Safety Policy in relation to the area of his responsibility.
- To have overall responsibility for the health and safety of the employees working in the area of his responsibility, including organising fire drills, fire extinguishers and ensuring that adequate resources are available for the health and safety of the company.
- To be responsible for the maintenance of plant, machinery and equipment used in the area of his responsibility, including air receivers etc. and to ensure that adequate resources are available for the health and safety of the company.
- To act as an appointed person for the Health and Safety at Work Regulations and to provide advice and opinion to the Location Manager on all matters relevant to Health and Safety at Work that may affect the health and safety of the company.

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Liaison with his fellow Directors to ensure that adequate resources are available for the health and safety of the company.

Ultimate authority for the health and safety of the company.

Who is responsible for the health and safety of the employees working in the area of his responsibility?

To bring the Health and Safety Policy to the attention of employees within those areas for which he has responsibility and to ensure that the policy is kept up to date.

To monitor safety performance and ensure that adequate resources are available for the health and safety of the company.

To liaise with Enforcement Authorities, as necessary, to ensure that adequate resources are available for the health and safety of the company.

To receive reports from employees and the Company Safety Officer or Health and Safety Committee on all matters relevant to Health and Safety at Work that may affect the health and safety of the company.

To act as Chairman of the Health and Safety Committee, if one exists.

To keep up to date with health and Safety Commission regulations, plant, machinery and equipment used in the area of his responsibility.

Authority to interpret and implement the Health and Safety Policy in relation to specific issues are referred to him.

To devise and implement the Health and Safety Policy in relation to the area of his responsibility.

To have overall responsibility for the health and safety of the employees working in the area of his responsibility, including organising fire drills, fire extinguishers and ensuring that adequate resources are available for the health and safety of the company.

To be responsible for the maintenance of plant, machinery and equipment used in the area of his responsibility, including air receivers etc. and to ensure that adequate resources are available for the health and safety of the company.

To act as an appointed person for the Health and Safety at Work Regulations and to provide advice and opinion to the Location Manager on all matters relevant to Health and Safety at Work that may affect the health and safety of the company.

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- To have overall responsibility for all contractors on site and to ensure that all contractors obey the rules and regulations.
- To ensure that assessments of all hazards and risks associated with buildings and premises have been carried out and adequately recorded – and to ensure that the records are kept up to date.
- Authority to interpret the general policy statement where specific issues are raised.

2.1.4 Heads of Department

- To ensure that suitable assessments of all hazards and risks within his department are carried out and recorded. This will include consultation with the Safety Officer as necessary.
- To ensure that employees which they are responsible are aware of safety standards and established systems of work.
- To ensure that satisfactory housekeeping and storage are maintained, by undertaking routine inspections.
- To ensure proper control of stockpiling and setting standards for the correct storage and use of flammable and other flammable and/or combustible materials.
- To ensure that the accident records are kept up to date and that accidents are investigated with established procedures.
- To ensure that adequate Personal Protective Equipment are kept, together with associated training.
- To receive comments on health and safety matters and to refer items to the Works Engineer to be taken.
- To ensure that correct actions are taken during Fire Drills and monitor the effectiveness of the drills.

2.1.5 Safety Officer - Who is responsible for the following:

- To collect all relevant information on chemicals used in the Company, up-date the master set of data and bring any changed information to the attention of the relevant departments.
- To evaluate and validate the results of audits undertaken by Heads of Department and ensure that they are taken into account.
- To ensure that appropriate training is provided and keep a list of the training provided in relation to Abrasive Blasting, Forklift Truck drivers, Fire Marshals etc.
- To keep essential health and safety documents, registers etc. and ensure the display of appropriate notices (including fire notices).
- To select appropriate safety equipment, First Aid and other safety equipment.
- To monitor and audit the maintenance and test requirements.
- To act as an appointed person under Regulation 6 of the Management of Health and Safety at Work Act 1974 providing relevant assistance to Heads of Department.
- To act as Executive Committee member.
- Authority to interpret the general policy statement where specific issues are raised.

2.1.6 Safety Supervisor - Who is responsible for the following:

- To ensure that employees are aware of Health and Safety at Work rules and procedures.
- To identify safety training needs and refer these to the Heads of Department, so that training can be provided.

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- To ensure adequate fire protection including highly flammable and/or combustible materials.
- To ensure that employees are trained in health and safety at work standards, including the adequate use of PPE.
- To ensure that all accidents and incidents are recorded and brought to the notice of Head of Department.
- In the event of a fire to take appropriate action and undertake a role.

2.1.7 Employees

- To take reasonable care of themselves and others who may be affected by their actions or omissions.
- To make proper use of the equipment provided (including Personal Protective Equipment) for their health and safety.
- Not to interfere with the safety of others or the welfare of the company.
- To co-operate with the safety requirements of the law to be observed.
- To report all accidents and incidents to the Head of Department or First Aider.
- To report any dangerous or unsafe conditions to the head of Department.
- To work in accordance with the Company and departmental procedures established for the Accident Prevention Handbook.

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3. Administration of Health and Safety

3.1 Introduction

This section of the Health and Safety Policy has been established to ensure satisfaction with the Company. In establishing these procedures, the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 have been taken into account.

General health and safety procedures and detailed health and safety procedures, including engineering standards and working practices, are included in the Health and Safety Manual. Also, general safety rules for employees are outlined in the Accident Prevention Handbook.

3.2 Health and Safety Legislation

The Safety Officer is responsible for ensuring that the Company is kept up to date with changes in Health and Safety at Work legislation. Changes should be discussed with the appropriate Location Manager and/or the Works Engineer.

When appropriate, the Company will purchase and publish relevant health and safety publications. These publications will be held by the Safety Officer and made available to all Heads of Departments for reference to these reference documents, on request to the appropriate Head of Department.

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3.3 Arrangements for Undertaking Risk Assessments

The responsibility for ensuring that risk assessments are undertaken has been allocated to the Safety Officer and to the Works Engineer for Work Activity Risk Assessments.

The Work Activity Risk Assessments will be undertaken within each department by a small group, typically made up as follows:

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en within each department by a small group, typically made up as follows:

- Head of Department
- Occupational Nurse (if appropriate)
- Safety Supervisor
- Safety Representative

The draft Work Activity Risk Assessment will be checked and validated. The Safety Officer will ensure the implementation of the Risk Assessment is appropriate.

The Safety Officer will then ensure the findings are explained to employees by way of a briefing. The Safety Officer will also ensure that adequate Record Keeping is maintained.

In relation to the Workplace Risk Assessment exercise by means of:

- Works Engineer
- Safety Officer
- Head of Department
- Safety Representative, where appropriate

The Works Engineer and the Safety Officer will ensure that the Workplace Risk Assessments are implemented.

3.4 Safety Training

Adequate instruction will be given to employees relevant to their own work activities. Employees will be paid to the health and safety course.

The Company has produced a Safety and Accident Prevention Handbook. A copy of the handbook will be handed to each employee. Each employee will be given a copy of the Safety and Accident Prevention Handbook and in their obligation to sign stating that they have received a copy and have been instructed in the contents of the handbook and in their obligations under the Safety at Work legislation.

3.5 Safety Notices and Communication

A copy of the General Statement of Intent will be displayed on appropriate notice boards. Also, a copy of the Safety and Accident Prevention Handbook will be posted for the information of employees.

The Safety Officer is responsible for ensuring that all statutory placards are displayed, including those relating to safety campaigns, including those relating to safety campaigns, including those relating to safety campaigns.

Employees will be encouraged to report any safety concerns to their Supervisor or the Head of Department. Reporting of safety concerns will be encouraged. The Company will ensure that all safety concerns are taken into consideration.

3.6 Safety Committees and Safety Representatives

The Company recognises the importance of maintaining adequate standards of Health and Safety. Adequate facilities will be made available to Safety Representatives so that they can fulfil their functions.

Routine meetings of the Safety Committee will be as follows:-

- Location Manager (Chairman)
- Safety Officer (Secretary)
- Works Engineer

The draft Work Activity Risk Assessment will be handed to the Safety Officer to be checked and validated. The Safety Officer will ensure the implementation of the Risk Assessment is appropriate.

The Safety Officer will then ensure the findings are explained to employees by way of a briefing. The Safety Officer will also ensure that adequate Record Keeping is maintained.

The Works Engineer will co-ordinate the Risk Assessment exercise by means of:

The Works Engineer and the Safety Officer will ensure that the Workplace Risk Assessments are implemented.

The Safety Officer will ensure that the safety systems and procedures are implemented. The Safety Officer is responsible for ensuring that due regard is given to the safety of employees when allocating work tasks.

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Routine meetings of the Safety Committee will be as follows:-

- Two Heads of Department (
- Four Safety Representatives

The Safety Committee will meet regularly. Minutes of the meetings will be circulated to members of the Committee on appropriate notice boards.

3.7 Disciplinary Procedures

As part of ensuring that employees are aware of the rules and procedures established by the Company, the established Disciplinary Procedures will apply to Health and Safety at Work matters.

Any employee, irrespective of seniority, who breaches established safety standards and procedures will be liable to disciplinary action. This may include formal verbal warning, written warning, and other appropriate disciplinary measures. Records will be kept of all disciplinary warnings and the Safety Officer will ensure the correct and consistent application of disciplinary procedures to all employees.

3.8 Records and Registers

The Head of Department for any area will be responsible for ensuring that all the records for which he is responsible are kept up to date and clearly visible. Safety notices are not defaced and are kept clearly visible.

The Safety Officer and the Works Engineer will have responsibilities for the safety records that relate to the site as a whole. Their specific responsibilities will be clearly specified in the separate Health and Safety Register. The Safety Officer is responsible for fulfilling his own record keeping responsibilities and the Works Engineer is responsible for auditing other records on a routine basis. Failure to maintain accurate records may be a serious matter that will be subject to disciplinary action in appropriate circumstances.

Records will be kept up to date and clearly visible. In particular, the following records, including the following, will be kept up to date and clearly visible:

- Appointment to change Abrasive Blasting
- Appointment to drive Forklift Trucks
- Decoration of walls
- Examination and test of portable electrical equipment
- Examination and test of pressure vessels
- Examination and test of external gas cylinders
- Examination and test of hoists
- Examination and test of chain slings
- Fire and emergency drills
- First Aid training
- Food hygiene training
- Inspection of fire extinguishers
- Inspection of Forklift Trucks
- Inspection of electrical installations
- Issue of Personal Protective Equipment
- Noise measurements
- Record of water checks and
- Record of fire training
- Testing Fire Alarm
- Thorough examination and

Committee Chairman. Minutes of the meetings will be circulated to members of the Committee with additional copies displayed on appropriate notice boards.

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- First Aid training
- Food hygiene training
- Inspection of fire extinguishers
- Inspection of Forklift Trucks
- Inspection of electrical installations
- Issue of Personal Protective Equipment
- Noise measurements
- Record of water checks and
- Record of fire training
- Testing Fire Alarm
- Thorough examination and

- Training in use of Personal
- Waste disposal records

3.9 Fire Safety Standards

The Works Engineer has overall responsibility for fire safety at work, including organising fire drills, organising testing of the Fire Alarm, ensuring full compliance with the Fire Certificate and the Fire Regulations.

Supervision are appointed as Fire Wardens. They report matters of concern to the Works Engineer with the maximum assistance as requested.

In the event of a fire or Fire Drill the Fire Wardens will be followed. This will include ensuring that all personnel are evacuated in the event of fire or a Fire Drill. Any difficulties encountered during a Fire Drill should be reported to the Works Engineer, as soon as possible.

Only the appointed Fire/Emergency Wardens are permitted to use fire fighting equipment, including hoses and extinguishers. Full regard should always be paid to training and personal safety when using such equipment.

3.10 First Aid at Work

Nominated persons will be trained in First Aid. All personnel in the workforce are always invited. In the event of a fire or a Fire Drill, First Aiders will be encouraged to train as First Aiders.

First Aiders should ensure that all First Aid treatments are recorded in accordance with company procedures.

A list of current First Aid personnel will be kept by the Safety Officer. The Safety Officer will ensure that refresher training of First Aid personnel takes place, as appropriate.

3.11 Accident and First Aid Procedures

It will be the responsibility of the First Aider to ensure that details of the treatment are recorded. Emergency treatments should be reported to Supervision or to a First Aider as soon as possible.

Details of First Aid treatments will be recorded in the First Aid Book on at least a monthly basis. Head of Department will review all accidents, after discussion with the First Aider.

In the event of a serious injury the First Aider should report the injury as soon as possible. If the accident is serious, the First Aider should notify the Factory Inspector as soon as possible. If the accident is serious, the First Aider should notify the Factory Inspector as soon as possible.

Written notification of accidents will be prepared by the Head of Department and approved by the Location Manager.

Accident investigation will be undertaken by the Health and Safety Executive. The Health and Safety Executive will conduct a detailed investigation of certain accidents, so that the circumstances can be established and necessary actions taken to prevent a recurrence.

Certain Dangerous Occurrences will be reported to the Factory Inspector, even if no injury has occurred. The Health and Safety Executive maintains details of reporting procedures. A copy is held by the Works Engineer.

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They should be aware of fire risks and report matters of concern to the Works Engineer with the maximum assistance as requested. Supervision should also assist in the event of a fire or a Fire Drill. Any difficulties encountered during a Fire Drill should be reported to the Works Engineer, as soon as possible.

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and authorised to use fire fighting equipment, including hoses and extinguishers. Full regard should always be paid to training and personal safety when using such equipment.

Volunteers from amongst the workforce are always invited. In the event of a fire or a Fire Drill, First Aiders will be encouraged to train as First Aiders.

First Aid treatments are recorded in accordance with company procedures.

A list of current First Aid personnel will be kept by the Safety Officer. The Safety Officer will ensure that refresher training of First Aid personnel takes place, as appropriate.

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Certain Dangerous Occurrences will be reported to the Factory Inspector, even if no injury has occurred. The Health and Safety Executive maintains details of reporting procedures. A copy is held by the Works Engineer.

Generally speaking, reportable case, be reported to the Location Manager. If the Location Manager believes that a reportable incident has occurred, the Location Manager should be advised, before work resumes –

3.12 Employee Medical Arrangements

The Company has a policy of ensuring that all employees complete a pre-employment medical questionnaire. Where a medical examination/assessment is required, this will also be undertaken. The examination will be undertaken under the rules of medical confidentiality and only non-clinical information will be kept on personnel files.

The Company Medical Officer will liaise with the employee's own General Practitioner to ensure that any necessary medical surveillance procedures as part of the main Terms and Conditions of employment are followed.

For some employees, routine hearing tests will be required to present themselves for medical surveillance procedures as part of the main Terms and Conditions of employment.

In particular, routine hearing tests will be required for employees who work in noisy areas. Routine skin inspections and, as appropriate, will be undertaken on the advice of the Medical Officer. Also, routine enquiries to detect the early signs of any Repetitive Strain Injuries will be undertaken for employees who may be at risk of developing such medical conditions.

3.13 Visitors and Contractors on Site

Visitors on site are the responsibility of the Location Manager at all times and they remain the responsibility of the Location Manager in the event of any unplanned circumstances.

Visitors who also require access to the site must make use of suitable eye protection, and ensure that visitors are not placed at risk of injury from the foundry and away from noisy areas, as far as possible.

Contractors who are employed on site must be accompanied at all times. The responsibility for ensuring that the Works Engineer. He should ensure that all contractors have appropriate Personal Protective Equipment, such as eye protection, and are required to advise the Works Engineer of any and injuries to their employees on Company premises.

Contractors arriving on site should be accompanied by the Safety Officer and he should ensure that the plant and equipment is in good condition and he should advise the Location Manager of any and Company services, such as electricity, gas, water, etc.

The Works Engineer should inform the Location Manager when contractors have been authorised to work in his area. The Location Manager and all employees is necessary to ensure that any and reported and eliminated for the Location Manager premises.

Contractors found to be disobeying the Location Manager's instructions, failing to make use of necessary Personal Protective Equipment, or working with dangerous equipment or working with equipment not permitted from site.

are serious events that would, in any case, be reported to the Location Manager. If a Head of Department believes that a reportable incident has occurred, the Location Manager should be advised, before work resumes –

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Visitors to the offices should be accompanied by the Location Manager at all times and they remain the responsibility of the Location Manager in the event of any unplanned circumstances.

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The Works Engineer should inform the Location Manager when contractors have been authorised to work in his area. The Location Manager and all employees is necessary to ensure that any and reported and eliminated for the Location Manager premises.

Contractors found to be disobeying the Location Manager's instructions, failing to make use of necessary Personal Protective Equipment, or working with dangerous equipment or working with equipment not permitted from site.

3.14 Visits to Other Locations

From time to time, employees will visit other locations under the control of another employer. In these circumstances, the Company is responsible for ensuring the safety of Company personnel.

Company employees should ensure they have sufficient information by the host to protect their own health and safety. Any safety problems should be reported to the host so that suitable remedial action can be taken.

The Company personnel who are visiting must obey the safety standards laid down by the host. This will include the instructions in the Visitors and Contractors on Site section of this Health and Safety Policy, which must be read and understood.

If the standards set down by the host are higher than the Company standards, then the Company standards and procedures must be followed. If this gives rise to difficulties which cannot be resolved locally, then the matter should be referred to the appropriate Head of Department, for action.

3.15 Enforcing Authority Visits

Various enforcing officers will visit the Company from time to time. Factory Inspectors, Environmental Health Officers and other officers with statutory authority to visit the Company will be ensured and the Company will always be responsive to requests for advice received. The Location Manager will liaise with visiting enforcement officers when they are accompanied during their visits. In his absence, the Safety Officer will be responsible for appropriate liaison.

The fullest co-operation with all enforcement officers will be ensured and the Company will always be responsive to requests for advice received. The Location Manager will liaise with visiting enforcement officers when they are accompanied during their visits. In his absence, the Safety Officer will be responsible for appropriate liaison.

In the event of a night visit, or if the enforcing officer is not accompanied, the appropriate Head of Department should co-operate with the enforcing officer. The Head of Department should co-operate with the enforcing officer and this card should be passed to the Location Manager as soon as possible. The Head of Department should give a verbal report of matters discussed during the visit.

A visiting card should always be passed to the Location Manager as soon as possible. The Head of Department should give a verbal report of matters discussed during the visit.

3.16 Monitoring and Auditing of Health and Safety

Safety standards for all work activities must be maintained. Appropriate Risk Assessments must be carried out in accordance with the Health and Safety at Work Regulations.

In order to ensure that satisfactory standards are achieved within the Company, regular audits will be undertaken. Each Head of Department will be required to ensure that all items referred to in the audit are completed.

ations under the control of another employer. In these circumstances, the Company is responsible for ensuring the safety of Company personnel.

Company employees should ensure they have sufficient information by the host to protect their own health and safety. Any safety problems should be reported to the host so that suitable remedial action can be taken.

The Company personnel who are visiting must obey the safety standards laid down by the host. This will include the instructions in the Visitors and Contractors on Site section of this Health and Safety Policy, which must be read and understood.

If the standards set down by the host are higher than the Company standards, then the Company standards and procedures must be followed. If this gives rise to difficulties which cannot be resolved locally, then the matter should be referred to the appropriate Head of Department, for action.

Various enforcing officers will visit the Company from time to time. Factory Inspectors, Environmental Health Officers and other officers with statutory authority to visit the Company will be ensured and the Company will always be responsive to requests for advice received. The Location Manager will liaise with visiting enforcement officers when they are accompanied during their visits. In his absence, the Safety Officer will be responsible for appropriate liaison.

The fullest co-operation with all enforcement officers will be ensured and the Company will always be responsive to requests for advice received. The Location Manager will liaise with visiting enforcement officers when they are accompanied during their visits. In his absence, the Safety Officer will be responsible for appropriate liaison.

In the event of a night visit, or if the enforcing officer is not accompanied, the appropriate Head of Department should co-operate with the enforcing officer. The Head of Department should co-operate with the enforcing officer and this card should be passed to the Location Manager as soon as possible. The Head of Department should give a verbal report of matters discussed during the visit.

Safety standards for all work activities must be maintained. Appropriate Risk Assessments must be carried out in accordance with the Health and Safety at Work Regulations.

In order to ensure that satisfactory standards are achieved within the Company, regular audits will be undertaken. Each Head of Department will be required to ensure that all items referred to in the audit are completed.