

The allocation of responsibilities for safety matters and the particular arrangement, which will be made by the Company to implement its policy are as follows:

The Director with Health and Safety Responsibilities

The **Director with Health and Safety Responsibilities** is ultimately responsible for the effective implementations of the Company's Health and Safety Policy and will:

- Ensure that adequate resources are devoted to health and safety and that it enjoys equal importance with other management objectives.
- Keep abreast of current legislation and ensure that the operation of the business complies with all such legislation.
- Ensure that all accidents are properly recorded, investigated and reported as necessary in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences, Regulations 1995 (RIDDOR 95).
- Ensure that all employee's, have been adequately trained in the job they are doing.
- Ensure that all suitable and sufficient risk assessments are carried out.
- Ensure that all employee's are informed of emergency procedures (including first aid, fire and building damage) and these are in place and maintained at all times.
- Make sub-contractors aware, before the commencement of work, of all potential hazards.
- Ensure that all plant, machinery and equipment under their control is inspected, maintained and is safe to use.

The Senior Designer and Administration Manager will:

- Ensure that they are familiar with the contents of the Company's Health and Safety Policy.
- Maintain good housekeeping within their department at all times.
- Ensure that adequate supervision is available at all times especially in relation to young and/or inexperienced employees.
- Ensure that all the staff under their control are adequately trained.

All Employees will:

- Comply with the Company Policy on health, safety and welfare at all times.
- Observe and conform to all safety rules at all times.
- Wear and use the appropriate protective clothing and safety equipment where provided.
- Report all accidents and incidents and any potential safety hazards even if no damage to property or equipment has occurred, to their immediate supervisor
- Use safe systems and methods of working at all times.