

NEWMAN SCOTT LIMITED

SAFETY POLICY

1 Safety policy

- 1.1 It is the policy of Newman Scott Limited ('the Employer') to take all reasonable steps to ensure the health and safety at work of all Employees, and to take all necessary steps to implement such a policy. The Employer will also ensure that all relevant statutory requirements are complied with, that risk assessments will be carried out and monitored periodically, and, where risks cannot be completely eliminated, suitable personal protective equipment will be provided.
- 1.2 Employees also have a duty to co-operate with the Employer to ensure that this policy is effective, and to offer all necessary assistance to ensure the health and safety at work of all Employees.
- 1.3 The Employer also has a responsibility to ensure the health and safety of others who may be affected by the work activity, and reasonable steps will be taken by all concerned to ensure that this duty is observed.
- 1.4 The detailed rules, arrangements and procedures for health and safety are contained in the Factory Safety Rules, the Arrangements and Procedures Manual and the on-site C.D.M. plans and must be observed at all times by all Employees. Severe disciplinary action will be taken against any Employee who violates these rules and procedures.
- 1.5 The Employer will consult with the Employees (and with any representative of employee safety) periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.
- 1.6 The Employer will take such measures as may be necessary to ensure proper training, supervision and instruction of all employees in matters pertaining to their health and safety, and to provide any necessary information.
- 1.7 While the management of Newman Scott Limited will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each Employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.
- 1.8 If an Employee is unsure how to perform a certain task it is the Employee's duty to report this to their supervisor.
- 1.9 If an Employee feels it would be dangerous to perform a specific job then it is the Employee's duty to report this to **H Smiddy**, or in her absence, **B Jenkinson** or **John Graham**.
- 1.10 An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person. The report can be to any member of the Safety Committee (see below)
- 1.11 At all levels of the company the health and safety policy will be measured for effectiveness, monitored to ensure it is sound and workable, and reviewed as necessary. This policy will be updated at least every 12 months.

2 Personnel responsible for health and safety

- The person having overall responsibility for health and safety is **David Smiddy** – Managing Director
- The persons having immediate line responsibility for **ALL** health and safety matters are **Helen Smiddy** – Health and Safety Officer, and **John Graham** – Director. Their responsibilities include : *overall responsibility and authority for carrying out the Company's health and safety policy, monitoring its performance, and reviewing periodically to ensure that the highest standards are met and maintained at all times; ensuring that Safety Representatives are trained as appropriate; drawing up manuals/rules concerning safe systems of work and safe procedures; ensuring that at all departments have sufficient resources to ensure compliance with the manuals/rules, legal and policy requirements; listening to concerns from any Employee and keeping up to date with the latest knowledge in his field of operations.*
- The person having immediate line responsibility for **Factory** health and safety matters is **Brian Jenkinson** – **Factory Manager** His responsibilities include : *Ensuring that safety precautions are followed and safe equipment used at all times; that rules, systems and procedures are followed ; emergency arrangements are effective and known to all ; that first aid is readily available; that adequate training, supervision and instruction is given to all factory employees in their sectors of operation ; ensure that all Factory Employees are aware of all factors which may affect their health and safety at work; reporting on actual or potential hazards, risks, dangers, breaches of the law and/or policy; creating, where necessary, new procedures which are safe and without risks to health; constantly to seek methods of improving systems of work in the safest possible manner; listening to concerns from Factory Employees and keeping up to date with the latest knowledge in his field of operations.*
- The person having immediate day to day line responsibility for health and safety matters in the **Factory** will be the **Factory Foreman**. Those responsibilities include: *ensuring that supervision is carried out, information given, safety precautions used and safety equipment worn; reporting on actual or potential hazards, risks, dangers, breaches of the law and the Factory Safety Rules.*
- The persons having immediate line responsibility for health and safety matters on **External Sites** will be the Contract Manager for that site. Those responsibilities include : *ensuring that training and supervision is carried out, information given, safety precautions used and safety equipment worn; reporting on actual or potential hazards, risks, dangers, breaches of the law and/or policy; creating, where necessary, new procedures which are safe and without risks to health; ensuring adequate resources are available to meet the policy objectives and keeping up to date with the latest knowledge in their field of operations.*
- The persons having immediate day to day responsibility for health and safety matters on **External Sites** will be the Site Foreman named for that particular site. Those responsibilities include: *ensuring that supervision is carried out, information given, safety precautions used and safety equipment worn; reporting on actual or potential hazards, risks, dangers, breaches of the law, the site safety rules and/or the on-site construction phase plans*
- A Safety Representative will be elected from the Factory workforce. That person is currently **K. Tarn**.
- A Safety Committee has been established, and will meet regularly to review all matters relating to **Factory** health and safety, and make improvements where necessary. The Committee currently consists of **H Smiddy, J. Graham, B Jenkinson & K Tarn**.

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J Graham - Director