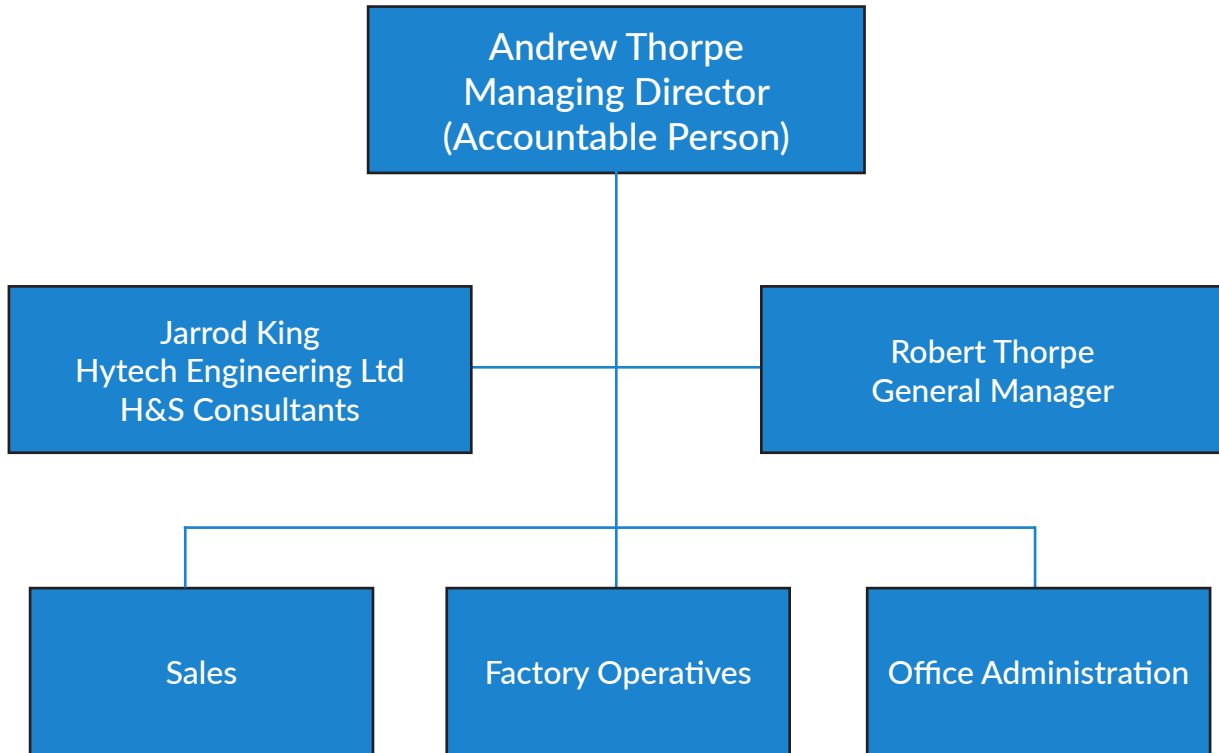


Section 2: The Organisation and Responsibilities



Safety Organisation Chart

Responsibilities for Health and Safety

Andrew Thorpe (Managing Director) has overall responsibility for health and safety within the Company. He will ensure that:

- The Health and Safety Policy is updated as and when required and is made known to the employees of The Company.
- The Policy Arrangements and Safe Working Procedures as written are implemented.
- Employees are trained instructed, informed and supervised to enable them to carry out their work safely and without risks to their safety or health.
- Adequate financial provision is made for foreseeable items of expenditure associated with health and safety.
- Safe systems of work are established where the degree of risk indicated as a result of the Risk Assessments merits such action.
- Matters brought to their attention of a health and safety nature are dealt with, and where professional advice or assistance is required, suitable resources are made available.

The Contracts/Project Director has responsibility for day-to-day activities for operations/contracts within the Company. General duties include ensuring:

- The Company's Safety Policy, arrangements and procedures are in line with current legislation and good practice and implemented on every project as required.
- Required changes in operating procedures due to legislation updates or risk assessment findings are communicated to all operational staff for action.
- Job-specific risk assessments and method statements (including COSHH assessments) are drafted, monitored, updated, reviewed and implemented accordingly.
- All employees are provided with information instruction and training required to implement the safety policy requirements, including First Aiders and Fire Wardens.
- Safe systems of work are established where the degree of risk indicated as a result of the Risk Assessments merits such action.
- Compliance with The Company's Safety Policy and procedures is monitored across the business
- The Company is conversant with current legislation and is made aware of any relevant commencement dates.

- Fire Safety Procedures are established with The Company's premises and sites where work is undertaken
- A good standard of housekeeping is maintained in The Company's premises and sites where work is undertaken.
- Such Personal Protective Equipment as is necessary is provided.
- All injury accidents and dangerous occurrences are investigated, reported and notified, if appropriate, to the Health and Safety Executive in accordance with the Accident Reporting Procedure.
- Advice is sought from Hytech as and when required, however the Company is strongly committed to managing safety internally.

The Office Administrator shall ensure:

- They are familiar with the Company's Health and Safety Policy, the Organisation and | Arrangements for Health and Safety and implement them within the office environment to the best of their ability.
- Necessary information and instruction is passed on to employees under their control and where appropriate training needs are identified.
- Where any injury occurs, the appropriate treatment is provided, the details recorded in the accident book and in accordance with the Company's Accident Reporting Procedure.
- Matters brought to their attention of a health and safety nature are dealt with, and where they have not the authority to take action the Director is informed.
- Established systems of work are properly followed and supervised.
- Appropriate standards in housekeeping and waste management are maintained in workplaces and sites for which they are responsible.
- Adequate welfare facilities are provided and maintained and employees are familiar with the emergency and fire procedures relevant to the location they are working in.

All employees shall ensure that they:

- Co-operate with the Company to enable it to meet its legal obligations in terms of health and safety.
- Co-operate with the Contracts Director to enable him to carry out his duties under the policy.
- Carry out their work with due regard to their own safety and the safety of others who could foreseeably be affected by their acts or omissions.
- Bring to the attention of management matters relating to health and safety causing them concern.

- Use Personal Protective Equipment provided for them and keep maintained in good condition.
- Carry out work activities in accordance with the instruction and training received by them.
- Report all accidents, injuries and incidents and ensure that they record details in the accident book.
- Keep their place of work tidy and free from accumulation of rubbish or materials.
- Use any guards or protective devices provided on appliances and machinery and report any defects identified.
- Are familiar with the fire procedure and means of escape from every part of the workplace to which they have access.