

Health & Safety Policy Structure and Responsibility

Symphony®

To prevent accidents and protect

To ensure Health and Safety standards are monitored and improved, the following personnel have responsibility for specific areas of the business:

Director of Manufacturing Operations:	Responsible for the Rotherham and Barnsley sites including Manufacturing, Technical Services and Transport.
Director of Logistics:	Responsible for the Distribution Warehouse (Rotherham), Stores Dept (Rotherham) and Factory Shop (Rotherham).
Director of Field Operations:	Responsible for the Supply and Fit operations.
Human Resources Manager:	Responsible for ensuring Management System Elements are established and maintained.
Departmental Managers:	Responsible for activities relating to their department.
Technical Services Supervisors:	Responsible for the maintenance and provision of plant, equipment and facilities including access and egress.
Manufacturing Charge Hands:	Responsible for the employees working within their area.
Manufacturing Director (CY Ltd):	Responsible for Charles York site.

We expect employees to comply with working arrangements as specified and in addition to:

- Co-operate with management on Health and Safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety, including that of others who may be affected by their acts or omissions.
- Report all Health and Safety concerns to an appropriate person (detailed above).

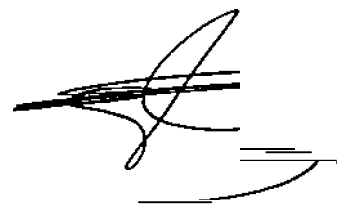
The Company will provide competent support and advice in all matters relating to Health and Safety.

ARRANGEMENTS

The Company will achieve the aims of this policy through the application of any of the following:

- Establishing the hazards associated with our activities through a process of continuous risk assessment.

- Mitigating the risks through the application of a range of measures aimed at:
 - Eliminating the risk or
 - substituting the activity with one that has a smaller risk
 - controlling the risk through technological means
 - controlling the risk through procedural means
 - controlling the risk with appropriate personnel protective equipment
- Providing relevant training where its omission could cause potential harm.
- Communicating on Health and Safety issues through the Health and Safety Meeting
- Consulting with the workforce on Health and Safety issues through Health and Safety Meetings.
- Reporting accidents or incidents and investigating the causes, in order to prevent recurrence.
- Co-operating with enforcement agencies/third party assessors in the process of discharging their duties
- Establishing a documented Health and Safety Management System consistent with the requirements of a recognised standard such as BS 8800 or OHSAS 18001.



Graham Smith - Group Finance Director