

# Health & Safety Policy: Structure & Responsibility

Symphony®

## To prevent accidents and protect

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

Managing Director:	Responsible for ensuring this policy is monitored and reviewed as per the policy statement.
Manufacturing Operations Director:	Responsible for the Manufacturing, Technical Services and Transport at all sites.
Logistics Director:	Responsible for the Factory Shop (Rotherham).
Installations Director:	Responsible for all field-based activities.
Group Health & Safety Manager:	Responsible for ensuring the group is compliant with Health & Safety law and regulations.
Human Resources Manager:	Responsible for the day-to-day implementation of Health & Safety policies and procedures throughout the business.
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.

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

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



Richard Bunton  
Managing Director

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## ARRANGEMENTS

Symphony 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;
  - substituting the activity with one that has a smaller risk;
  - controlling the risk through technological means;
  - controlling the risk through procedural means; and/or
  - controlling the risk with appropriate personal protective equipment.
- Providing training to enable employees to understand risks and work safely;
- Communicating on Health & Safety issues through the Health & Safety meeting;
- Consulting with the workforce on Health & Safety issues through Health & 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; and
- Documenting an Occupational Health & Safety Management System.



Richard Bunton  
Managing Director