

HEALTH AND SAFETY POLICY

D M Tagg & Son Ltd

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PART 1

Health and Safety Policy Amendment Sheet

Record of Amendments

Version No	Date	Index Ref.	Brief Description of Amendment
One	07.11.05		First issue

Distribution	Purpose of issue	Number

INTRODUCTORY NOTE

This health and safety management system (The Policy) is divided into two sections – Policy and Arrangements.

The 'Policy' section contains the Company's policy statement, together with the health and safety organisation and the responsibilities allocated to individuals.

The arrangements for putting the goals of the policy statement into practice are contained in more specific form in the 'Arrangements' section, which includes guidance on procedures (including assessment and documentation procedures) to be observed and adhered to in the course of Company operations. Such guidance would be applied in conjunction with task and site specific health and safety instructions and documentation pertinent to individual work activities and environments.

COMPLIANCE REVIEW

D M Tagg & Son Ltd's Health and Safety Policy shall be formally reviewed annually by The Health and Safety People Limited for as long as this Company retains their services. This review shall cover all sections of the Policy and shall ensure that:

- a) The responsibilities reflect the current staffing of the Company;
- b) The arrangements remain unchanged;
- c) The guidance is still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

SAFETY PROGRAMME

The Health and Safety People Limited shall undertake an annual review of the Company's Safety Programme to ensure that the Company is in compliance with the Policy. This review shall check that:

- a) All the responsibilities allocated in the Policy are understood and are being performed;
- b) The arrangements set up in the Policy are being complied with and remain effective;
- c) Records, as required in the Policy, are being adequately compiled and retained;
- d) All the necessary reports are being prepared and forwarded to the relevant persons within the Company and the relevant Enforcing Authorities.

They will also evaluate:

- a) The attitude to health and safety of both management and employees;
- b) The effectiveness of the training carried out and the requirements for further training;
- c) The effectiveness of the Policy to reduce the incidence of accidents, incidents, dangerous occurrences and ill health in the workplace.

The results of the review shall be compiled into a report for the Managing Director and shall include recommendations of the action to be taken to rectify any non-compliance.

D M Tagg & Son Ltd

Health and Safety Policy Statement

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act, 1974, and in fulfilling its obligations to both employees and the public who may be affected by its activities, the Board of Directors of D M Tagg & Son Ltd has produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work related accidents and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures;
- Providing and maintaining safe work equipment;
- Establishing and enforcing safe methods of work;
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility;
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform;
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate;
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information;
- Furnishing sufficient funds needed to meet these objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents and ill health.

Our health and safety policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

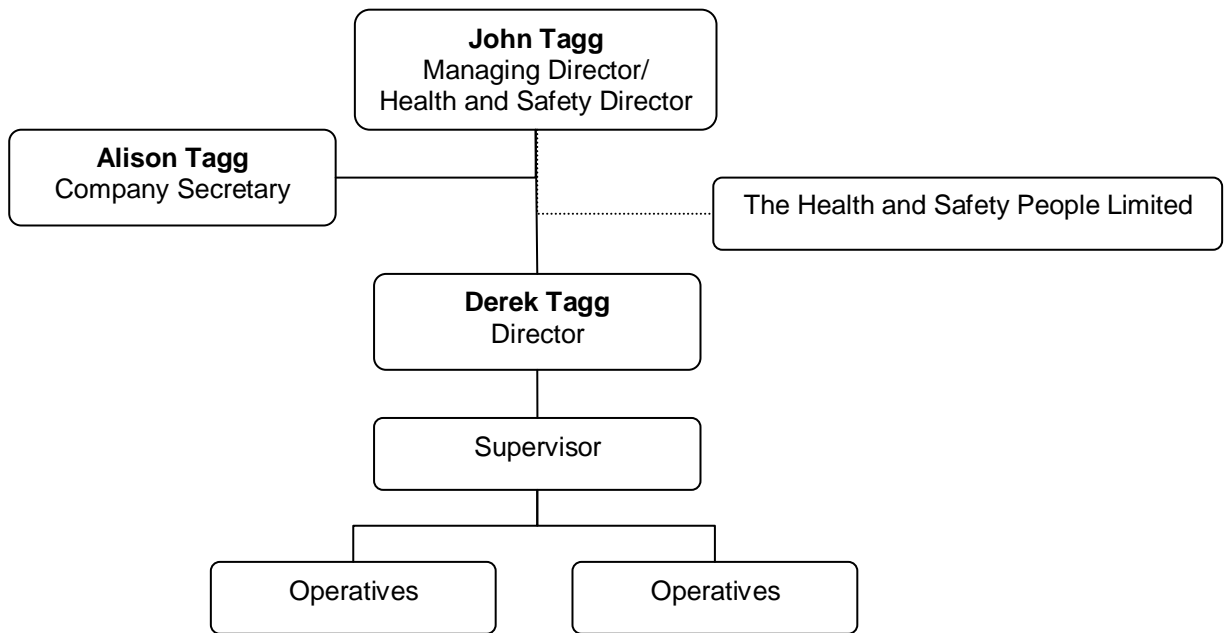
This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the D M Tagg & Son Ltd health and safety manual.

Signed Date:
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MANAGING DIRECTOR

D M Tagg & Son Ltd

Management Structure for Health and Safety



D M Tagg & Son Ltd

Responsibilities for Health and Safety

John Tagg, Managing Director/Health and Safety Director

The Managing Director/Health and Safety Director's Health and Safety responsibilities are to ensure that:

1. The Policy is effectively implemented, monitored, developed and communicated effectively to all staff and that necessary alterations are made to the policy to reflect changes in legislation or Company development;
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the Policy;
3. The appropriate insurance cover is provided and maintained;
4. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination;
5. All levels of management and employees understand their responsibilities for health and safety placed upon them by this Policy;
6. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties;
7. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority;
8. All accidents/incidents, ill health, dangerous occurrences, and other issues concerning safety raised by anyone at work, are recorded and investigated such that effective controls can be implemented to help prevent recurrence;
9. The Board recognizes its role in providing health and safety leadership in the Company and to engage the active participation of workers in improving health and safety through continuous improvement;
10. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards;
11. Health and Safety objectives are set and their achievement is measured and reported in the annual report.

Derek Tagg, Director

The Health and Safety responsibilities at the Director's level of management are to ensure that:

1. He understands the Company's Health and Safety Policy and understands his responsibilities;
2. He actively leads the implementation of the health and safety policy;
3. Adequate welfare facilities are provided and maintained in a satisfactory condition;
4. He communicates and consults with staff on issues of health and safety and encourages staff to report hazards and raise health and safety concerns;
5. Written instructions are provided through risk assessment and safe systems of work, to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls;
6. All health and safety site rules are followed by all;
7. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination;
8. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under 18 years);
9. Safety training requirements are identified for all members of staff under his/her control, to ensure that those members of staff are competent to undertake their work in a safe manner;
10. He sets a good personal example by using the appropriate protective equipment whilst on site;
11. His Line Manager is informed of any change to his state of health, either temporary or permanent, which might affect his working ability or his suitability to carry out any particular task or tasks.

Supervisor

The Health and Safety responsibilities at the Supervisor's level of management are to ensure that:

1. He/she understands the Company's Health and Safety Policy and understands his/her responsibilities;
2. He/she actively leads the implementation of the Health and Safety Policy;
3. Written instructions are provided through risk assessment and safe systems of work, to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls;
4. He/she communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns;
5. All accidents/incidents, ill health, dangerous occurrences, and other issues concerning safety raised by anyone at work, are recorded and investigated such that effective controls can be implemented to help prevent recurrence;
6. Persons under his/her control are adequately trained and competent to carry out their work and operate any plant or equipment in a safe manner;
7. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures;
8. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination;
9. Management is informed of any safety issues that cannot be resolved;
10. Personal protective equipment is readily available and maintained, and relevant staff are aware of its correct use, storage and procedures for replacement;
11. He/she set a good personal example by using the appropriate protective equipment whilst on site.

Alison Tagg, Company Secretary

The Company Secretary is responsible for the operation of the Company and for the implementation of this Policy. His/her specific Health and Safety responsibilities are to:

1. Support the Health and Safety Policy;
2. Ensure that the necessary finance is allocated for the development and maintenance of safe systems of work, which shall include the provision of adequate funds for equipment, training, monitoring the effectiveness of the policy and for the provision of adequate welfare facilities for employees;
3. Generally review the Company's health and safety activities and to include a statement regarding health and safety in the Company's annual report.

Operatives

The Health and Safety responsibilities of Operatives are to ensure that they:

1. Understand the Company's Health and Safety Policy, understand their responsibilities and comply with the requirements;
2. Use the correct tools and equipment for the task;
3. Use the personal protective equipment provided;
4. Only use tools which are in good condition;
5. Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
6. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work;
7. Avoid improvisation;
8. Warn new employees of known hazards;
9. Refrain from horseplay, and follow all health and safety site rules;
10. Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety;
11. Co-operate with the Company on all aspects of health, safety and welfare;
12. Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
13. Report all accidents and incidents so that action can be taken to prevent a recurrence;
14. Inform their Line Manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

The Health and Safety People Limited

The Health and Safety People Limited have been retained as the Company's Safety Advisers and shall:

1. Ensure that the Health and Safety Policy and documentation, as prepared by them, is reviewed and updated as required;
2. Provide a telephone advisory service relating to all aspects of health and safety at work;
3. Carry out site safety inspections, as requested by the Company;
4. Provide written reports and assessments for the Company subsequent to the inspections;
5. By arrangement, provide an accident investigation service and liaise with the enforcing authority;
6. If requested, assess all method statements prepared by the Company;
7. If requested, attend meetings regarding health and safety, on behalf of the Company;
8. If requested, provide health and safety training to both management and staff;
9. Ensure that The Health and Safety People's staff act to reduce imminent danger wherever that may be seen in any area of the Company's responsibilities.

