



GENERAL STATEMENT

Albion Stone PLC is committed to achieving and maintaining the highest reasonably practicable standard of health and safety for all its employees, customers and any persons who may have cause to enter our premises or any member of the general public, in so far as our activities may affect them.

HEALTH AND SAFETY POLICY

1. The Company will seek to eliminate by all reasonably practicable means, accidents and hazards in or arising from our activities and create and maintain safe and healthy conditions of work.
2. This policy complies with the Health and Safety at Work Act 1974, the Mines and Quarries Act 1954, the Factories Act 1961 and all other relevant legislation, regulations and codes of practice.
3. Directors or Managers within the Company will be specifically responsible for the implementation of the Health and Safety Policy.
4. The responsibility for health and safety is inseparable from the other business responsibilities assigned to management and supervisory employees. Implementation of the Company Health and Safety Policy involves all employees who have responsibility for the actions of other employees, premises or equipment owned, operated or controlled by the Company.
5. Every employee has a duty to act responsibly and to do everything they can to prevent injury to themselves and to other people. The success of this Policy depends upon the active co-operation of all employees in fulfilling their responsibilities for health and safety.
6. The health and safety policy will be reviewed regularly and will be revised as often as may be appropriate.

ORGANISATION, STRUCTURE & RESPONSIBILITY

DIRECTORS

7. The Managing Director, Michael Poultney, is responsible for health and safety and will ensure that the responsible Directors and Managers are given detailed written instructions of their management responsibilities for health and safety as stated in this policy.
8. The Managing Director will appoint independent external Health and Safety Representatives, who will conduct annual inspections and advise on any necessary changes to our Quarry, Mine or Factory operations to keep us in line with current health and safety legislation.

9. The Managing Director in conjunction with the Operations Director, the Quarry, Plant, Mine and Factory Managers and the Health and Safety Representative will compile sets of Managers Rules to cover the working activities in the Quarry, Mine and Factory.

These Manager's Rules will be updated as legislation and codes of practice change or reviewed internally on a regular basis.

10. The Operations Director will ensure that the Managers are giving full consideration to Health and Safety issues in the workplaces. He will monitor and audit the accident books and ensure that any resulting changes following an accident investigation are actioned. The accident investigation form to be used is located in Health & Safety files.

MANAGERS

11. Managers have a legal responsibility to ensure that full consideration is given to the health and safety of all employees, contractors, visitors, and the general public in so far as the activities of the Company may affect them and that there is full compliance with the provisions of the Policy.
12. Managers will advise visitors of the pre-cautions necessary to ensure health and safety during their visit and issue the rules for visitors.
13. Managers will ensure that safe systems of work exist for carrying out tasks, that they are communicated to all appropriate employees, contractors and customers, and that the effectiveness of systems of work is monitored.
14. Managers will ensure that all necessary and appropriate appointments and authorisations to carry out specific work tasks are made accordingly.
15. The Manager must ensure that the recipient is capable of understanding the provisions of the Manager's Rules. Relevant rules shall be issued to the appropriate personnel and signed for.
16. The Managers are responsible for reporting and recording all accidents or near misses and conducting any necessary investigations.
17. A copy of the Manager's Rules will always be made available for inspection at the activity at all reasonable times, by anyone who may be affected by them.

SUPERVISORS

17. Supervisors will apply all rules and procedures, which the Company and their Managers have advised for the safety and health of employees.
18. They will take action to rectify unsafe conditions and positively inspect their areas at least daily to ensure consistently high standards of safety. It is their responsibility to be satisfied that persons are competent and fit to do their work in a safe and proper manner.

EMPLOYEES

19. Whilst at work, all employees are legally and as a condition of employment, required to act with reasonable care for the health and safety of themselves and of all other persons who may be affected by their acts or omissions and to report all concerns to their Managers.

20. They are required to co-operate with their Managers, Supervisors and fellow workers to maintain the required standards. They must comply with rules and regulations devised to that end.
21. The employee or contractor's employee must understand the Manager's Rules and sign a form of receipt to that effect.
22. Employees are required to co-operate in any investigations by the Company or statutory body, into accidents, dangerous occurrences or potential hazards to health and safety. Failure by an employee to comply with these requirements may constitute a breach of their duty under Section 7(a) of the Health and Safety at Work etc. Act 1974 and may result in re-course to the company disciplinary procedures. Employees are not to interfere with anything provided to safeguard their Health & Safety.

HEALTH AND SAFETY COMMITTEES FOR FACTORY, MINE AND QUARRY

23. The Works Council Chaired by the Operations Director is formed from employees from the Factory, the Quarry and Mine. Health and Safety is on the agenda at the quarterly meetings. These meetings give an opportunity for a general discussion regarding health and safety matters and emphasis is given to the identification of potential hazards.

POLICY RULES

AVAILABILITY OF INFORMATION

24. A copy of this Policy will be permanently posted on appropriate notice boards. Copies of all statutory acts, codes of practice, company and other regulations etc., relating to the place of work (and in particular to the health and safety) together with this policy, will be available at the Manager's Office accessible to all employees and others who may legally require sight of them.
25. All employees will be issued with a copy of the Health and Safety Policy, Emergency Plan, and relevant Managers Rules for their constant reference.

SAFETY INSPECTIONS

26. At each place of work daily systematic safety inspections will be carried out by the responsible Manager or Supervisor.

GOOD HOUSEKEEPING

27. Good housekeeping is vital in all work places and everyone must play a positive part in maintaining cleanliness and order. The company provides defined storage stacking areas and proper storage for materials and tools.

FIRST AID

28. In accordance with the statutory regulations and Manager's Rules, first aiders are suitably trained and appointed. All employees will be informed of the names of trained first aiders and of the location of first aider facilities.

FIRE FIGHTING

29. All employees will be made aware of the Albion Stone Quarries plc Emergency Procedure. The Fire Marshall will ensure that all fire fighting equipment is properly maintained and accessible at all times.

PERSONAL PROTECTION EQUIPMENT

30. Every effort will be made to select and provide the most suitable type of personal protective equipment for the full range of activities undertaken within the Company. Supervisors will instruct employees on jobs or areas in which certain protection is required and ensure that it is issued and worn. A PPE register must be kept detailing what, when and to whom the equipment was issued to. The employee must sign for the PPE and look after it.

PLANT, EQUIPMENT AND COMPANY VEHICLES

31. Authorisation procedures are designed to ensure that only people who are competent to do so, may drive company vehicles. No person, whether an employee or visitor, is permitted to operate any vehicle, plant or equipment, until their competence to do so has been established. Employees will receive adequate training from authorised personnel and the Manager on the authorisation list will record their competency.

INSTALLATION DESIGN AND MAINTENANCE OF PLANT

32. The Engineering Manager will ensure that all new plant and machinery is properly specified, installed and inspected before being put into use.
33. The Factory, Mine and Quarry Manager must make all plant and machinery available to the Plant Manager for regular examination and testing in line with the statutory intervals and company maintenance schedules.

HAZARDOUS MATERIALS

34. Procedures and arrangements will be carried out that ensure employee's health is not placed at risk from use or handling of explosives, hazardous materials and chemicals. Managers, Supervisors and employees are required to follow the procedures set out in the COSHH assessment sheets.
35. Arrangements for measuring and monitoring working environments, in particular dust and noise, will be carried out by outside specialists as appropriate.

CONTRACTORS

36. Contractors engaged to carry out work on Albion Stone sites will be given a copy of the Manager's Rules and the Rules for Contractors. It is the responsibility of the contractor to ensure that his employees are aware of these rules and the Work Permit for Contractors will need to be completed before the work on site commences.

ACCIDENT INVESTIGATIONS

37. A Responsible Manager will regularly review the Accident Book details and investigate accidents and near misses where appropriate e.g., where a near miss or accident could have resulted in a major injury or fatality. The Managing Director will review the book at least once every six months and note any trends.
38. All accidents to be reported under RIDDOR will be subject to an internal investigation. The purpose of such investigations will be to establish the causes of the accident and to review work practices in order to prevent future occurrences. The accident investigation form is to be used.
39. The Internal Investigation will comprise of the Operations Director, the responsible Manager and the Health and Safety Representative if appropriate.

CONSIDERATION OF HEALTH AND SAFETY MATTERS

40. Health and Safety will always be included on the agenda of any Board Meeting.

CURTALAGE

41. Shown on the attached plans are the different areas that fall under the responsibility of the different managers. Any significant change made to the boundaries will be shown on these plans.

Managing Director M. Poultney -----

Operations Director T. Porter -----

Factory Manager N. Mort -----

Quarry & Mine Manager M. Godden -----

Asst Quarry & Mine Manager T. Booker -----

Engineering Manager D. White -----

Date -----