

Health and Safety Policy

Purpose

This document provides a statement of Health & Safety Policy CT Production Ltd. It also identifies the arrangements, organisation and responsibilities for its implementation and revision. The Policy is intended to ensure that the activities of members of staff do not put the Health and Safety of themselves and others at risk.

Scope

This Policy applies to all activities carried out by CT Production Ltd employees.

Health & Safety Policy Statement

At CT Production our aims are to:

- Comply with all UK Health & Safety Legislation, Regulations, Codes of Practice and Guidance Notes
- Ensure our activities are conducted safely, protecting the health of employees and all others who may be affected
- Manage our activities to meet all relevant laws and regulations

In order to achieve our aims we will:

- Provide and maintain safe and healthy working conditions for all our employees and all others who work on our behalf
- Identify risks and where they cannot be eliminated, control them to an acceptable level
- Value the efforts of all employees in the field of Health & Safety equally with their other contributions to the business
- Require every employee, and others who work on our behalf, to exercise personal responsibility in preventing harm to themselves and others
- Actively work to prevent all workplace accidents and near miss incidents
- Encourage the open reporting of all accident and near miss incidents and their investigation to facilitate the prevention of recurrence
- Provide such information, instruction and training as needed to enable employees to co-operate fully with us in achieving compliance with the policy.

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|---|-------------|
| Signed (on original) | Date |
| Mario Morilla <i>Managing Director</i> CT Production Ltd | |

1. ORGANISATION

1.1 Roles and responsibilities

Details of roles and responsibilities are given in Appendix A and the Health & Safety Manual.

2. ARRANGEMENTS

2.1 Procedures

CT Production Ltd's strategy for fulfilling its Health & Safety Policy is through the implementation of the CT Production Ltd Health & Safety Manual, the contents of which are listed in Appendix B. CT Production Ltd aligns with this through the provision of Health & Safety procedures based on the relevant Codes of Practice, Guidelines and Statutory requirements. The Health & Safety Manual is accessible to all staff.

Health & Safety procedures are constantly reviewed and improved to take advantage of best practice, learning from incidents (internally and externally), and changes in statutory requirements.

All work of a potentially hazardous nature, is subject to a risk assessment.

2.2 Plant & Equipment

The design, construction, operation and maintenance of all plant and equipment will conform to all statutory requirements and relevant Codes of Practice.

2.3 Communications

Health & Safety information is communicated:

- Managing Director directly with Managers
- Manager and Supervisors
- Line Managers and their staff
- Company computer network
- Health & Safety Manual

2.4 Training

All employees receive a mandatory induction prior to beginning work.

Focused training sessions will be arranged for employees on Health & Safety topics, such as Manual Handling, as required.

Line managers, when required, organise specific Health & Safety training for individuals.

Employees engaged in potentially hazardous activities have comprehensive training plans and records to ensure relevant competencies are established and sustained.

2.5 Improvement Plan

The Director develops and implements an annual Health & Safety improvement plan, which includes as a minimum:

- Lessons from injuries and incidents are learned and implemented
- Ongoing changes in Standards and Guidelines are recognised and accounted for in local policies and procedures
- Procedures and practices comply with changing legislation
- Health & Safety targets are set and monitored
- Sufficient resource is allocated to deal with Health & Safety issues

2.6 Health & Safety Monitoring

In order to measure compliance with this Policy, a Health & Safety monitoring plan is established and implemented.

Monitoring takes the form of audits, samples, surveys, inspections and tours in all areas covering relevant Health & Safety issues.

2.7 Review

This strategy will be reviewed every year by the Managing Director.

3. RESPONSIBILITIES

3.1 Personal Responsibilities

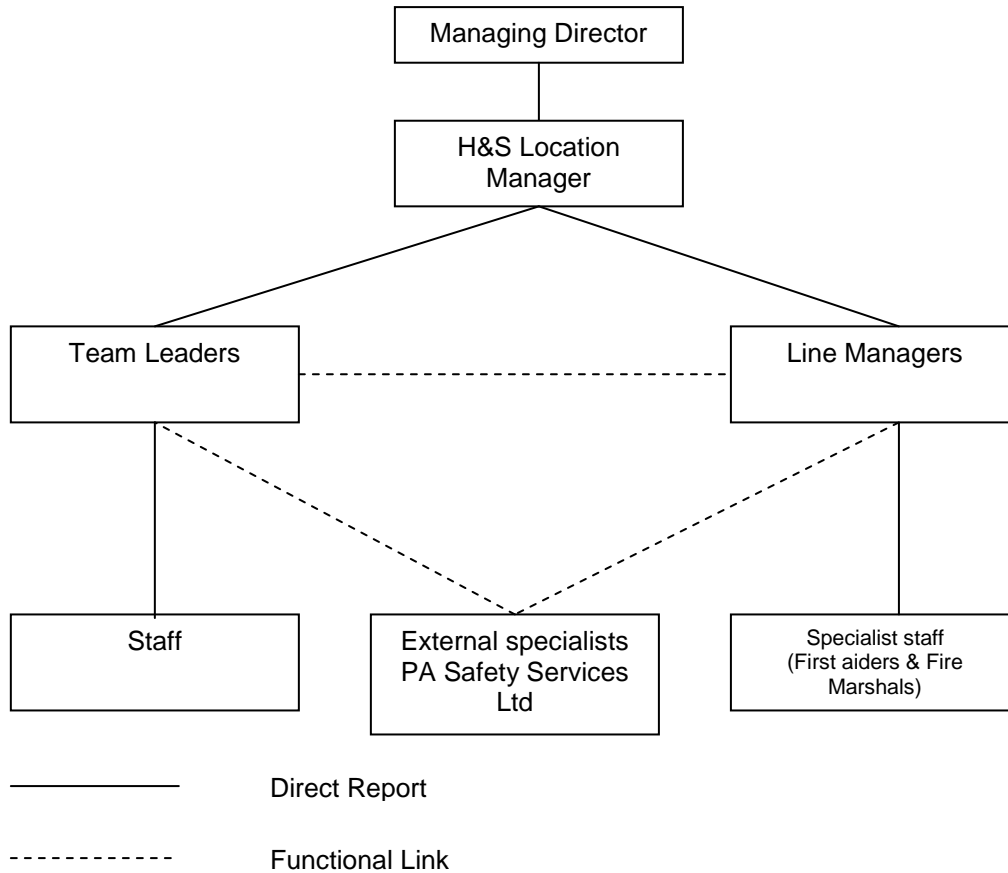
All employees have a personal responsibility to:

- Be fully conversant with this Policy and the Health & Safety Manual
- Take reasonable care of themselves and others
- Prevent harm to themselves and others whilst on site or travelling on company business
- Co-operate with Line Management in all matters relating to Health & Safety
- Make full and proper use of safe systems of work
- Report defects to an appropriate level of management
- Immediately report all incidents and injuries and near misses

3.2 Specific Responsibilities

In addition to those listed in 3.1, the Health & Safety Manual details the Health & Safety role of specific staff.

Appendix A – Health & Safety Organisation



This chart establishes responsibilities and lines of internal communication within the Health & Safety Management System and does not necessarily portray other management structures.

Appendix B – Health & Safety Manual Contents

Health & Safety Policy Statement
Health & Safety at Work, Etc. Act 1974
Health & Safety (Information for Employees) Regulations
Regulatory Reform (Fire Safety) Order
General Fire Information
Guide to Fire Extinguishers
First Aid Regulations
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
Health & Safety (Signs & Signals) Regulations
Manual Handling Operations Regulations
Display Screen Equipment Regulations
Noise at Work Regulations
Management of Health & Safety at Work Regulations
Risk Assessments
Method Statements
Electricity at Work Regulations
The Workplace Health, Safety & Welfare Regulations
Provision and Use of Work Equipment Regulations
Personal Protective Equipment Regulations
Control of Substances Hazardous to Health Regulations
Preventing Slips, Trips and Falls
Contractors Working On Site
Lone Working
Smoking and Alcohol & Drugs
Safety Monitoring
Stress
Driving on Company Business
General Health & Safety Guidance
Security Alert Procedure
Maintenance & Housekeeping
The Control of Legionella Bacteria
The Control of Asbestos Regulations
Work at Height Regulations
Health & Safety Documents & Forms Reference
Further Information
Health & Safety Manual Sign Off Form