

Group policy statement on health and safety at work

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General Philosophy

- It is our aim to maintain a healthy and safe working environment and to protect from risk all employees, contractors and visitors to our operations.
- Successful health and safety requires a considerable joint effort on the part of every member of staff and management. Specific senior executives have responsibility for directing resources in particular areas and of ensuring continuous improvement.

Group Organisation

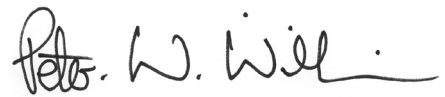
- The Chief Executive is ultimately responsible for maintaining an effective health and safety policy within the Group.
- As a matter of strategic importance, health and safety issues will be reviewed regularly by Main Board executives at the Group Management Committee, and by the Chief Executive of the quarterly Group Health and Safety Forum.
- The Managing Director of each operating division is responsible for ensuring policies are effective within their areas of control and reflect the prevailing legislation, together with the nature and level of risk within that division.
- The Company Secretary is responsible for responding to all legal notices served on the Group in the UK and for liaising on all insurance matters throughout the Group.
- The Group Health, Safety and Environment Manager will develop and coordinate appropriate health, safety and environment policies for each operating division. The policies will be approved by the Group Health and Safety Forum which will meet quarterly. Responsibilities for the Corporate office will be undertaken by the Company Secretary.
- The Group Health, Safety and Environment Manager shall ensure health and safety performance is reviewed and reported to the appropriate Managing Director each month.
- Compliance Managers Service Delivery will have responsibility for ensuring communication and measurement of the approved policies in each operating division through the Compliance Support Management structure. Line management are responsible for the implementation and management of health and safety policies and procedures within their designated area of responsibility.
- In conjunction with the senior Training and Development representatives, the Group Health, Safety and Environment Manager will ensure appropriate training programmes are in place and monitored for effectiveness.
- All serious accidents will be reported to the Managing Director and Company Secretary immediately, thereafter to the Board with details of appropriate corrective action taken or to be taken.
- Unit / Department Managers are responsible for implementing and monitoring procedures in line with agreed policy.
- All employees are responsible for complying with the health and safety requirements of their jobs and the need to follow procedures and instructions.

Unit Arrangements for Health & Safety

- An appointed person at each operating unit or office will have specific duties and responsibilities for dealing with health, safety matters. The individual will be trained to undertake this task. Where appropriate, he or she will organise and monitor progress of the local Health and Safety Committee (or equivalent).
- Each site will have its own health, safety policy and procedures book. The policy will take into account Alpha Group directives and all relevant Regulations.
- Health, Safety training will be provided to all staff upon commencement and further training will be provided, appropriate to the job.
- Unit management will ensure risk assessments are reviewed at regular intervals, information on risk assessments will be made available to all employees.
- Safety audits will be carried out routinely, as appropriate to the risks within each part of the business.
- A Health & Safety Hazard Monitor Book (or equivalent) will be held at each site for completion in between audits.
- Personal Protective Equipment will be provided, where required, in accordance with current legislation. Procedures will exist in relation to accident reporting, fire and evacuation, serious incidents, visitors and contractors and safe systems of work, in accordance with relevant legislation.
- Health and Safety information will be provided in a comprehensible form.
- Each employee council (or equivalent) will be provided with a health and safety report by the appointed person.
- Authorised Local Authority and Government Officers will be welcomed and supported in their duties of inspection, advice and enforcement.

Personal Responsibilities of Employees

- Employees must:
- Take all reasonable care to avoid accident or injury to themselves and other members of staff, contractors or visitors;
 - Comply with safety instructions and use correctly personal protective equipment when issued;
 - Ensure an understanding of the local health and safety policy;
 - Take particular care when undertaking a new task;
 - Be aware of the identity of the appointed health, safety and environmental person and / or representative;
 - Regularly update themselves of new instructions that will be communicated verbally and / or posted on health and safety notice boards;
 - Report any incident of poor safety or hazards encountered;
 - Report all personal accidents, no matter how trivial.



Peter Williams
Chief Executive
Alpha Group Plc