



BRITISH-AMERICAN TOBACCO COMPANY LTD

A member of the B·A·T Industries Group

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31st October 1985

ND/KS

Dr. R. Binns,
G.R. & D.C.,
Southampton.

Dear Richard,

HEALTH AND SAFETY

On 6th February, 1985 Ray Pritchard wrote to Numbers 1 in all Associated and Subsidiary Companies of BATCO asking them to describe and review the current health and safety practices in their companies highlighting the main areas to be covered.

The responses to Ray Pritchard's letter have been studied and have suggested that whilst satisfactory regard is being taken in respect of our employees we require confirmation that on the public liability side companies are paying proper regard to the health and safety of the general public.

You will no doubt be aware of potential liability and will ensure all reasonable steps are taken to exercise this.

A number of possible areas of risk do come to mind with your operations which should be considered e.g.:

- Pollution. The review of procedures for the treatment, storage and disposal arrangements of hazardous substances, chemicals which could cause damage to property or injury to the public. Pollution could be of the air or water. Deprivation of use claims are not now uncommon.
- Conflagration. The possibility of fire spreading from our properties to adjacent premises.
- Property ownership. We could be the principal in a construction contract drawn into claims against main or sub-contractors.
- Product liability. Product safety at the manufacturing stage, product recall procedures.

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It is clearly your Board's responsibility to ensure that proper standards of health and safety in respect of both employees and the public are maintained within your company and I would ask you to please ensure your reply reflects this level of concern towards public liability.

Please let me have your reply by 25th November, 1985 addressed to Mr. J. H. W. Butcher at Millbank, and in your response indicate your public liability cover and also the indemnity limit.

Routine health and safety reappraisals are obviously essential and I would ask you to please confirm to John Butcher by the 1st January each year that you have checked and are satisfied that the procedures followed by your company meet the requirements we have referred to in this letter and in Ray Pritchard's letter dated 6th February.

To help in this task I attach a check list which identifies in general terms the areas in which we should be satisfied that company employees and the public are being properly protected.

With kind regards,
Yours sincerely,


N. DAVIS

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