A Template for Business Managers to use in communicating with internal employees

Dear Colleague,

I have recently received information from Syngenta about their Public Information Zone and I write to advise you of the Community Safety Plan.

Syngenta is located along Leeds Road and has operated in Huddersfield for almost 100 years. Syngenta have written to local residents and businesses since 1985 and you may have come across this information before, however if you haven’t, now is a good time to understand what the Community Safety Plan means to you. Due to the nature of the materials stored and processed on the Syngenta site, their business is regulated under legislation called Control Of Major Accident Hazards. This means that Syngenta are required to provide information to residents and businesses located in their Public Information Zone. More information on COMAH is available via the following link [www.syngenta.co.uk/publicinformationzone](http://www.syngenta.co.uk/publicinformationzone).

I specifically draw to your attention their Community Safety Plan (*also accessible through the above link*) and I ask that you read it and understand what actions you would take in the unlikely event of an emergency. Clearly in an emergency, the Police would have absolute authority but as your Business Manager, I confirm that we would follow the steps in the Community Safety Plan to ensure the safety of all of our colleagues.

*<you may wish to insert comments here about actions you would take>*

Syngenta test their sirens on full volume annually and the next siren test is due on *<insert date and times>*.

Regards

Business Manager