

Health & Safety Policy & Arrangements

RB Services

Revisions & Reviews

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Health and Safety Statement of Intent

RB Services &

It is the Policy of RB Services to take all necessary measures to ensure the health, safety and welfare of all employees and others who may be affected by the Company's activities. RB Services shall provide adequate funds & resources in order to continually improve the health & safety performance of the company and to employ competent persons to meet this commitment.

All levels of management will actively promote and support this Health & Safety Policy to ensure effective organisation and arrangements for its implementation.

RB Services recognises the responsibilities as an employer to undertake all that is reasonably practicable in order to:-

- Provide and maintain a safe working environment.
- Seek to keep accidents to a minimum and take all necessary means to prevent accidents and ill health to all persons who may be affected by the work activities.
- Provide a framework for setting and reviewing OH&S objectives in line with company activities.
- Ensure the co-operation and co-ordination with other employees, occupiers, contractors and the self-employed.
- Provide adequate safety information, instruction, training & supervision.
- Monitor and regularly review the performance of activities against the Policy.
- Appoint employees accounting for their capabilities when carrying out the work.
- Consult with employees on health, safety and welfare matters.
- Employ external Health & Safety advice, to enable the Company to comply with statutory legislation and other requirements.
- Review the effectiveness of this Policy at least every 12 months, or when new legislation or other requirements has to be taken into account.

Signed:



Name Robin Bradley

RB Services

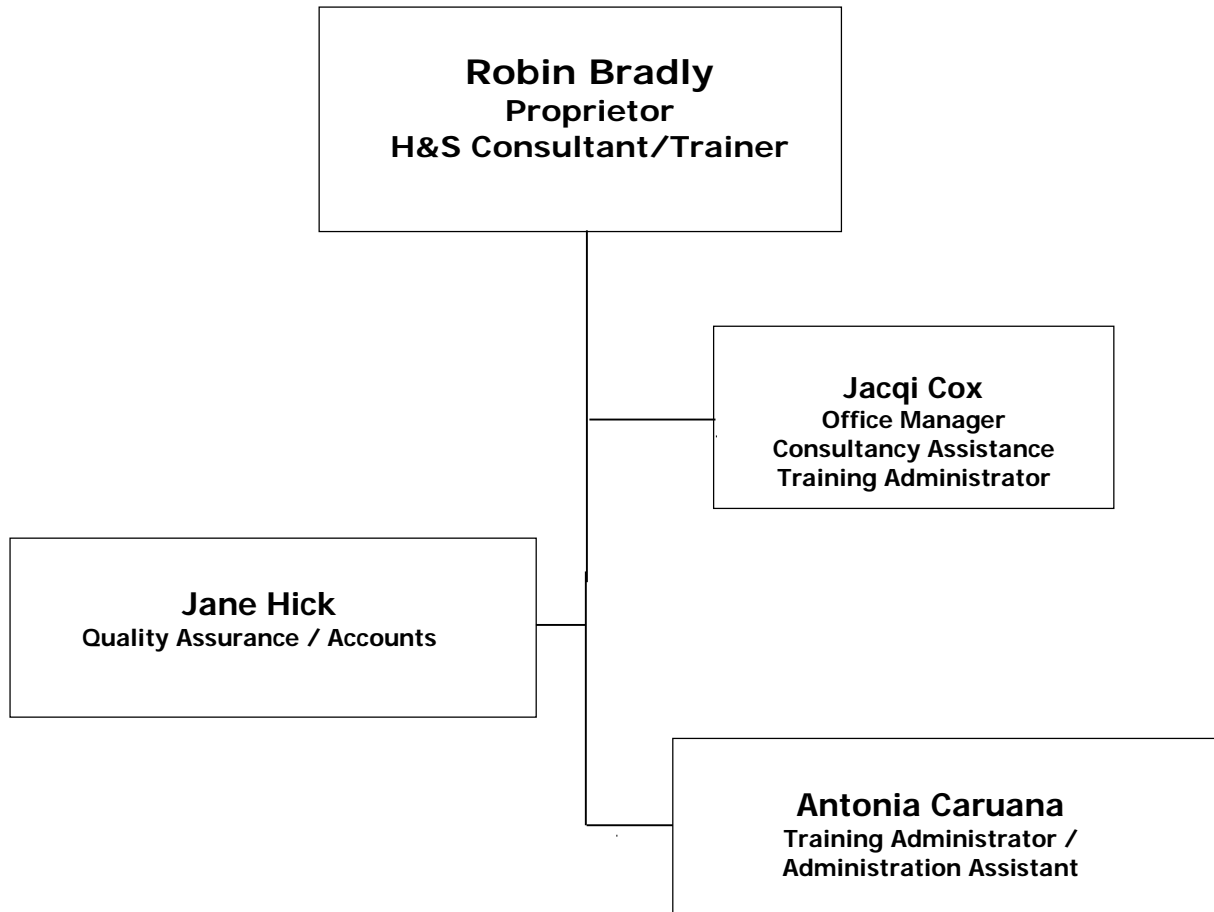
Dated 19 December 2017

Introduction

This policy contains the current organisation & arrangements relating to RB Services. The policy and other health & safety matters shall be discussed formally at health & safety committee meetings, senior management meetings and at management review meetings in order to ensure that it remains current and in line with legislative and other requirements.

RB Services recognises and accepts our legal and moral responsibilities towards our employees and others who may be affected by our activities.

Organisation for Health & Safety



Individual Responsibilities

Proprietor

The Proprietor's health & safety responsibilities are to ensure that:-

- The Proprietor is ultimately responsible for ensuring that the policy and arrangements are followed and maintained and that all works are undertaken with due consideration for all legal and other requirements.
- The policy is effectively implemented, monitored, developed and communicated to all staff and that any necessary alterations are made to the policy to reflect changes in legislation or company development.
- Suitable & sufficient funds, people & equipment are made available to meet the requirements of the health & safety policy.
- The appropriate insurance cover is provided & maintained.
- Procedures are put in place to ensure that all equipment is in good condition, adequately maintained & guarded, is suitable for purpose & has any required certificates of inspection or examination.
- All levels of management & employees understand their responsibilities for health & safety placed upon them by this policy.
- An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
- The company recognises its role in providing health & safety leadership and to engage the participation of workers in improving health & safety through continual improvement.
- Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for tasks involving potential hazards.
- Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
- Health & safety objectives are set and their achievement is measured and reported in an annual report.
- Where necessary, health & safety rules are developed.
- All accidents / incidents, work related ill health, dangerous occurrences and other issues concerning safety are recorded and investigated in order for effective controls to be implemented to help prevent them re-occurring

Administration staff

The administration staff's health & safety responsibilities are to ensure they:-

- Understand the company's health & safety policy and understand their responsibilities and comply with the requirements
- Use the correct equipment for the task.
- Only use equipment that is in good condition and designed for the given task.
- Report all defects in equipment or any obvious health or safety hazards.
- Take reasonable care of their own health & safety and that of others who may be affected by their acts or omissions.
- Warn new employees of known hazards.
- Refrain from horseplay and follow all health & safety rules.
- Do not misuse or abuse anything provided under a statutory or other requirement in the interests of health & safety.
- Co-operate with the company on all aspects of health, safety & welfare.
- Do not operate any equipment unless they have been fully trained and instructed in its use or operation
- Report all accidents & incidents so that action can be taken to prevent a recurrence.
- Their line manager is informed of any change in their state of health that may affect their ability to carry out any task.

General Arrangements

The general arrangements contained within this section will be monitored by the management team structure with the assistance of the health & safety advisors as necessary. Any shortfalls identified will be discussed and corrective actions taken as necessary.

Staff Selection

RB Services operates an equal opportunities policy. Staff is selected on their ability to carry out different tasks and functions competently and safely. Recruitment and placement procedures ensure that staff members have the mental and physical attributes, or will achieve them through training and experience.

Training

- Employees joining RB Services are required to undergo safety induction training appropriate to their position and duties on their first day of employment. Induction training includes familiarisation with the health & safety policy including the arrangements contained within.
- Staff will undergo basic health & safety training as soon as is practical to do so in line with the company training plan including:-
 - ❖ First Aid
 - ❖ Fire Warden Training
 - ❖ Manual Handling
 - ❖ DSE Awareness.
 - ❖ Any other training required to enable staff to perform their job.
- All operatives will undergo site familiarisation training on their first day on site.
- All training undertaken by employees is recorded on the training matrix
- Additional training requirements shall be identified through staff appraisal meetings with training courses planned in line with the company training plan.

Risk Assessments

- Risk assessments will be undertaken by RB Services as required.
- The findings of risk assessments and any control measures employed to reduce the risk to an acceptable level will be recorded and communicated to all persons involved with the task(s). The completed risk assessments shall be kept at an appropriate location.

Accident/Incident Reporting

- RB Services shall report any notifiable event in line with legislative requirements under the RIDDOR Regulations.
- An accident book is kept at the office, accessible to all personnel. All accidents/incidents or near misses will be reported to the appropriate person, investigated and recorded. The location of the accident book shall be given to all personnel at company or site inductions.
- RB Services operates a blame free culture, all staff are actively encouraged to report all incidents and every effort is made to achieve this objective.

First Aid

- Suitable and sufficient first aid equipment is available at our office. and trained personnel shall be made available at all work places (SFARP). The location of equipment and the names of qualified first aid providers shall be given to personnel at induction. Details are also available on information wall of office.
- The Office Manager is responsible for checking and maintaining all first aid boxes.

Fire

- The company shall ensure that procedures to be followed in the event of fire are in place at all work locations. Key personnel shall be identified, trained and shall act as fire marshals where required to do so.
- All firefighting equipment shall be provided, serviced and maintained in line with current legislative requirements.
- Robin Bradley is responsible for ensuring that fire procedures, signage and equipment are in place and in sufficient quantities.
- The discharging of any extinguisher shall be treated as an incident and shall be investigated.

Emergency Arrangements

- It is the responsibility of the Proprietor or Office Manager to ensure that all staff, contractors and visitors to site are aware of these arrangements and what actions to take in the event of an emergency.
- It is the responsibility of the Office Manager or trainer to ensure that all Delegates are aware of these arrangements and what actions to take in the event of an emergency

Health Hazards (including COSHH)

- No substance or process that could be classified as hazardous to health will be either allowed into the building or undertaken until a suitable and sufficient COSHH assessment has been completed and the findings of the assessment briefed to all persons concerned.
- It is the responsibility of the proprietor to ensure that assessments are available for relevant products used on site.
- Proprietor shall be responsible for ensuring that assessments are available for all relevant products used on site. Where appropriate, generic assessments will be undertaken and then localised for each site location.
- The assessment shall contain storage, handling and use of substance as well as identifying control measures and emergency procedures required in connection with particular substance
- The elimination of harmful substances is considered a priority, if this is not possible, substitution to a less harmful substance will be considered, as a final control measure, personal protective equipment will be considered.

Noise

Exposure to excessive noise levels can result in noise induced hearing loss and tinnitus. Areas where there is concern over noise levels will be assessed and if appropriate a detailed noise assessment shall be arranged. Persons working in the area of concern will be made aware of the noise assessment findings and any requirement to wear appropriate hearing protection.

Electrical Equipment

- The use of electrical equipment introduces hazards from electrical shock, fire and possible tripping hazards.
- All electrical equipment is subject to regular inspection and testing. Portable appliance testing will be carried out by a qualified electrician and monitored. Extension leads are subject to the same test procedures identified for portable equipment.
- It is the operative's responsibility to visually check and examine each item of equipment provided to them for use. Upon discovering any item of electrical equipment, suspected of being defective, the operative is required to take it out of service and return it to the company.

Consultation and Communication

- Staff are encouraged to raise matters of concern regarding health and safety to the Office Manager or Proprietor
- RB Services recognises the importance of consultation and communication as a means of motivating staff and dealing with issues as they arise.
- Consultation with staff takes place at regular formal and informal meetings.

Manual Handling

RB Services recognises that manual handling is one of the most common causes of absence through injury at the workplace. Monitoring of accident statistics has shown that a significant proportion of injuries are caused by manual handling activities. The company shall promote good practice in all lifting, handling and carrying operations.

Manual handling is defined as:-

"The transporting or supporting of a load by hand or bodily force".

In order to reduce the risk of injury from manual handling operations RB Services will:

- Eliminate hazardous manual handling activities, so far as is reasonably practicable.
 - Assess the risks associated with those manual handling activities that cannot be avoided.

The object of the risk assessment will be to reduce the risk of injury to the lowest level that is reasonably practicable taking into account:-

- The task
- The load
- The individual
- The working environment

Employees should ensure that they:-

- Comply with any instruction and training provided in safe manual handling techniques
- Do not put their own health and safety or that of others at risk by carrying out an unsafe manual handling activity
- Use appropriate equipment provided to eliminate or reduce manual handling

- Report problems including physical and medical conditions (e.g. pregnancy) which may affect their ability to undertake manual handling activities to their line manager.

Display Screen Equipment

RB Services shall ensure that:

- The provision of such information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable, the health and safety at work of employees.

RB Services will take all reasonable steps to secure the health and safety of employees who work with display screen equipment. In particular arrangements will be made to:-

- Identify all "users" of display screen equipment in accordance with the regulations and other requirements and maintain records of the same.
- Make arrangements for the assessment of each workstation taking into account the display screen equipment, the furniture, the working environment and the worker.
- Take appropriate control measures in respect of risks identified as a result of the assessment process.
- Examine work patterns and incorporate changes of task within the working day to prevent intensive periods of display screen equipment use.
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- Ensure that eye and eyesight tests are available for users and other employees about to become users of display screen equipment.
- Ensure the supply of any corrective appliances (glasses or contact lenses) where required specifically for use with display screen equipment.
- Advise existing employees and all persons applying for work with display screen equipment of the risks to health and how these are to be avoided.

Where a problem arises in the use of display screen equipment, the employee must adopt the following procedures:-

- a) Inform the supervisor/line manager immediately.
- b) In the case of an adverse health or medical condition, inform their own general practitioner.

Where an employee raises a matter related to health and safety in the use of Display Screen Equipment, RB Services will;

- a) Take all reasonable steps to investigate the circumstances.
- b) Take corrective measures where appropriate
- c) Advise the employee of actions taken.

The Company will give sufficient information, instruction, and training as is necessary to ensure the health and safety of workers who use display screen equipment.

This provision will also apply to persons not in direct employment such as temporary staff and contractors.

Disciplinary Code

RB Services recognises the importance of good communication and co-operation of all staff. In the unlikely event of staff breaching certain established codes of conduct, including failure to comply with this policy and general health and safety matters, disciplinary action will be considered.

The company will not tolerate any indiscretions in the following areas:

- Racial or sexual harassment or discrimination
- Use of foul or abusive language
- Breaches of any health and safety duties or responsibilities
- Misuse of or being under the influence of drink or drugs in the workplace.

Health Surveillance (As appropriate)

Where this becomes necessary, employees shall be assessed for health, employees who require screening will be examined at regular intervals with records held in line with statutory requirements.

Contractors and Visitors

- All contractors, self-employed persons and visitors RB Services that is controlled by RB Services will be expected to comply with this policy.
- All work will be undertaken in line with all statutory and other requirements, taking into account the safety of others who may be affected by the work activity.