

R_NB Contracts Ltd

Eaglescliffe Logistics Centre, Durham Lane, Eaglescliffe, Stockton on Tees TS16 0RW

Tel: 01642 788010 Fax: 01642 788028

E-Mail: rob@rnbcontracts.co.uk

allan@rnbcontracts.co.uk

HEALTH AND SAFETY POLICY

1.1 STATEMENT OF INTENT

1.1.1 RNB Contracts Limited (hereinafter referred to as "the company") recognizes the importance of providing a working environment that is safe and healthy for all employees, contractors and visiting members of the public and undertakes to comply with all relevant legal requirements.

1.1.2 This health and safety policy statement and associated organisational arrangements apply to employees and contractors of the company.

1.1.3 The company recognizes that the majority of the health and safety obligations devolve on the company as employer. However, the success of this health and safety policy is wholly dependent upon the cooperation and responsibilities of the company's employees and contractors.

1.2 DUTIES OF RNB CONTRACTS LTD

1.2.1 The Health & Safety at Work etc Act 1974 (hereinafter referred to as "the Act") specifically imposes stringent obligations upon the company and within the bounds of this legislation the company, so far as is reasonably practicable, will safeguard the health and safety of employees by:

1.2.1.1 Implementing and maintaining safe systems of work in the company's premises.

1.2.1.2 Providing safe plant and equipment.

1.2.1.3 Providing and maintaining premises and access and egress in a safe condition and ensuring premises meet minimum environmental requirements.

1.2.1.4 Providing suitable supervision, information, instruction and training.

1.2.1.5 Providing adequate facilities and arrangements to ensure the welfare of employees, clients and visitors. Providing in specific cases the best reasonably practicable standard of protective clothing and equipment following consultation with employees or their representatives to ensure optimum protection against hazards and adequate welfare of employees at work.

1.2.2 The company recognizes that provision of safe premises, plant and equipment, in order to prevent accidents, be supported by safe methods of work. The company will therefore encourage employees to set the highest possible standard of personal safety, adopt safe working methods and integrate health and safety into their daily activities by providing appropriate training policies.

1.2.3 The company will require Robert Bailey to ensure, so far as is practicable, that the approach to health and safety throughout the company is uniform.

1.2.4 The company will require Robert Bailey to disseminate all necessary information to employees to ensure that they are fully aware of changes and updates to health and safety legislation.

1.2.5 The company will require Robert Bailey to consult with employees to promote close working relationships with employees to improve and develop health and safety at work.

1.3 DUTIES OF EMPLOYEES

1.3.1 Section 7 of the Act requires every employee whilst at work:

1.3.1.1 To take reasonable care for their own health and safety and of other persons who may be affected by their acts of omissions at work; and

1.3.1.2 As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant health and safety legislation to cooperate so far as is necessary to enable that duty or requirement to be performed or complied with.

1.3.2 The company expects and requires all employees to comply with Section 7 of the Act.

1.3.3 Section 8 of the Act states

1.3.3.1 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.

1.3.4 The company expects and requires all employees to comply with Section 8 of the Act. Any employee found to be in breach of Section 8 of the Act will be subject to disciplinary action by the company in accordance with the company's disciplinary procedures regardless of whether action is taken against said employee by any other person or organisation

1.4 SUPPLY, DESIGN AND INSTALLATION OF EQUIPMENT

1.4.1 It is the responsibility of those responsible for the initiation of the purchase, design and installation of materials and equipment to ensure that the following requirement of Section 6 of the Act is complied with - namely that they are safe when properly used.

1.4.2 With respect to substances suppliers must be required to ensure that all chemicals are properly labelled and marked with the appropriate hazard warning symbol and information. In some cases it may be necessary to obtain information on hazards, precautionary measures, methods of storage and emergency first aid, fire and spillage procedures.

1.4.3 All equipment/plant and installation should be effectively safeguarded by the manufacturers/installers as required by Section 6 of the Act. (Briefly, this places specific duties on those who can ensure that articles and substances for use at work are as safe and without risks to health as it is reasonably practicable to make them before they are used and to ensure that articles are properly erected and installed).

1.4.4 It should be made clear to all prospective suppliers that the company expects their products to comply fully with statutory requirements and for the necessary safety measures to be fully integrated into the design and construction. It is expected that an authorized and competent person will ensure compliance with statutory requirements before the equipment is commissioned for use.

1.4.5 Orders for supply of equipment will normally indicate that it is a condition of contract that all such equipment is effectively safeguarded upon delivery or commissioning. Where appropriate, reference to the relevant statutory or other standards should be made within the order to ensure that equipment is provided to the correct health and safety specification. The person responsible for signing the formal requisition will normally undertake this function.

2. ORGANISATION AND LEVELS OF RESPONSIBILITY

2.1 Executive Responsibility

2.1.1 The Executive responsibility for ensuring compliance with this policy rests with Robert Bailey who will ensure that others are aware of their own responsibility for health and safety.

3. SMOKING POLICY

The company recognizes the importance of providing a working environment for its employees that is safe, without risk to health and suitable as regards facilities and arrangements for their welfare at work.

Passive smoking, breathing in the tobacco smoke of other people has been shown to be a hazard.

This policy is about where people smoke, not whether they smoke, and seeks to guarantee non-smokers the right to work in air free of tobacco smoke whilst also taking into account the needs of smokers.

This smoking policy now forms part of the general health and safety policy of the company. Any breach of this policy will lead to disciplinary action by the company in accordance with the company's disciplinary procedures.

Smoking is not permitted in any areas of the buildings or any vehicles belonging to the company. Robert Bailey will be responsible for implementing this policy.

4. METHOD STATEMENTS

Clients may issue a method statement that is unique to that particular operation. The company will assist site staff on the safety content and have compiled our own generic 'Method Statement and Risk Assessment' document together with advisory leaflets from the Health & Safety Executive. A copy of this is supplied to every team for their guidance. On arriving at site we will report to the main contractor/client completing the visitor's book. Proof of identity will be on demand and display of visitors' badges may be enforced.

All items for installation will be direct from the client's vehicle or stored on site as agreed with main contractor/client ensuring the materials do not cause any safety problems.

Installations will be as detailed in our quotation or as specified to a particular requirement. ALWAYS WITHIN THE HEALTH & SAFETY AT WORK ACT 1974.

All mains operated portable power tools shall operate at 110 volts obtained through a transformer. Power tools have been tested and certified safe for site use.

Consideration should be given to this statement for any particular hazardous operation.

ALL PERSONNEL MUST WEAR SAFETY SHOES AND HIGH VISIBILITY WAISTCOATS / JACKETS AT ALL TIMES, HARD HATS AND GLOVES AND OTHER HEALTH & SAFETY EQUIPMENT AS APPROPRIATE.

5. METHOD STATEMENT – DRIVER ASSESSMENT & TRAINING POLICY

As part of our overall health and safety policy the company is committed to reducing the risks that our staff face and create when on the road as part of their work. We ask all our staff to play their part.

In order to avoid driving whilst over-tired the company is willing to provide overnight accommodation where required. When driving for work, staff must always drive within road traffic laws, safely and responsibly. Failure to comply with the policy may be regarded as a disciplinary matter. The use of mobile telephones by the driver of any company vehicle whilst driving is strictly forbidden.

Senior managers must:

- Lead by example by ensuring that they drive within road traffic laws, safely and responsibly, and by participating in the organisation's driver assessment and training policy.

Line managers must ensure that:

- They also lead by personal example
- Staff understand the dangers and consequences of poor driving
- Staff receive appropriate driver assessment and training to help them drive safely
- Staff understand what to do if they consider they are at risk due to the driving they are required to do
- Staff are confident that they can report and discuss any driving problems they might have with an appropriate person without fear of being treated unfairly

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- Work related road safety is included in team meetings and staff appraisals and periodic checks are conducted to ensure our policy is being followed
- They follow our monitoring, reporting and investigation procedures to help learn lessons which could help improve our future road safety performance
- They challenge unsafe attitudes and behaviours, encourage staff to drive safely and lead by personal example in the way they themselves drive.

Staff who drive for work must:

- Always drive within road traffic laws, safely and responsibly
- Participate in the organisation's driver assessment and training programmes
- Discuss any driving problems or concerns they have with their line manager
- Report any driving accidents or cautions, summons or convictions for driving offences to their senior manager
- Co-operate with monitoring, reporting and investigations procedures.
- Never use a mobile telephone whilst driving any company vehicle - This is strictly forbidden.

Signed by

Robert Bailey
Director

Date 23 February 2009