

## Rekan Health and Safety Policy

### Part 1 – Policy Statement

**05.PD.03**

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### Revision History

Rev	Date	Revision Notes / Status	Author	Checked by	Reviewed by
1	10/05/2019	First issue	NDP	n/a	JE
2	01/03/2020	Change of Managing Director	BAS	n/a	TP

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## SECTION 1: INTRODUCTION

### 1.1 Use of this document

This document is intended to outline the management commitment, arrangement and procedures for managing health and safety within Rekan Limited. It is arranged across 3 documents:

Part 1 – Policy Statement

Part 2 – Roles & Responsibilities

Part 3 – Procedure & Arrangements

These are designed to achieve the Plan, Do, Check, Act approach to managing health and safety within an organisation by identifying what needs managing and distributing this through the management chain. Procedures and arrangements are then set out to achieve the planned requirements.

## SECTION 2: POLICY STATEMENT

### 2.1 Rekan Limited Statement of Intent

The Directors have ultimate responsibility for health and safety within the organisation and ensuring adequate resources are made available to allow the effective implementation of this Policy. These responsibilities are further distributed through the management team, to Line Managers who will coordinate the requirements on a day to day basis. Access to competent health and safety advice will be made available to assist in the monitoring, review and implementation of the policy and arrangements.

A positive culture can only be achieved when all employees are aware of their responsibility to manage their own health and safety and ensuring their activities do not harm other people while at work. This health and safety policy requires the commitment and co-operation of all employees working for or on behalf of the organisation. In pursuit of this our intent is:

- To publish and communicate our health and safety policy to all personnel working for or on behalf of the organisation.
- To ensure line managers recognise and are empowered to execute their influential role in managing occupational health and safety.
- To commit to ensuring that the policy is understood, implemented and maintained at all levels in the organisation.
- We recognise that management of health and safety should be integral to the organisation.
- We recognise that compliance with the legal requirements represent the minimum standards required. We are committed to continual cost-effective improvement.
- We commit ourselves to providing adequate and appropriate resources to implement the policy and associated procedures.
- We encourage active participation and operate a means for employees to consult on matters affecting their health and safety or that of others.
- The physical environment and equipment provided is managed so it does not pose a risk to a persons health or safety.
- We will put arrangements in place for the safe handling and use of any potentially hazardous substances.
- We will provide relevant information, instruction, training and supervision to employees and where relevant those working on behalf of the organisation.
- We will ensure employees working for or on behalf of the organisation possess sufficient skills, knowledge and experience relevant to their role and undertakings.
- To recognise and tackle the causes of stress before they lead to ill health.
- To ensure the policy and arrangements are reviewed at least annually and in light of amendments to the organisation, our undertakings, legislation, and best practice.

Signed: \_\_\_\_\_ Date: 01 March 2020



**Nicholas Riley – Managing Director**

## 2.2 Plan, do, check, act

In order to work towards compliance and best practice it is the intention to use the HSE document *Managing for Health and Safety (Third Edition) HSG(65)* as a guidance source in particular implementing the plan, do, check, act approach.

The Plan, Do, Check, Act approach achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.

## 2.3 Summary of arrangements

Requirement	Arrangement
A written health and safety policy.	A policy document available to all via the company server with hard copies/email copy available on request.
Assessment of risks to employees, contractors, public and others affected by our activities.	Responsibilities distributed to line managers with others available to assist. Prescribed format for risk assessments. Training given to those with responsibilities. Review of risks at health and safety committee meetings and similar.
Arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment.	Responsibilities distributed to line managers. Expectations outlined in parts 2-3 of the document.
Access to competent health and safety advice, for example see the Occupational Safety and Health Consultants Register (OSHCR) at <a href="http://www.hse.gov.uk/oshcr">www.hse.gov.uk/oshcr</a>	Currently engaging MSAFE Risk Management Ltd. Senior employees are listed on the OHSCR register. Tom Prow has also undertaken the NEBOSH Construction Certificate.
Providing employees with information about the risks in your workplace and how they are protected.	Line managers to communicate findings of the risk assessments.
Instruction and training for employees in how to deal with the risks.	Line managers to communicate findings of the risk assessments.
Ensuring there is adequate and appropriate supervision in place.	A management hierarchy has been established.
Consulting with employees about their risks at work and current preventive and protective measures.	Direct contact with the managers. Line managers to consult with employees and feedback any issues. Annual H&S management review meeting.