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Policy Statement

Red Rhino Resourcing are fully committed to achieving the highest standards of health and safety management and performance in order to safeguard our employees, clients, contractors, and any other person that may be affected by our actions and activities.

We will actively promote a culture of health and safety best practice which will lead to the avoidance of, or reduction in, risks to health and safety, and ensure compliance with the Health and Safety at Work Act 1974 and associated legislation.

We believe that an excellent company is by definition a safe company. Since we are committed to excellence, it follows that minimising risk to people is inseparable from all other company objectives. We recognise that good health and safety performance is a positive business investment and is the responsibility of both management and employees.

The Policy is applicable to all employees of RRR and sub-contractors or other third parties employed or engaged by or on behalf of RRR ("Relevant Individuals").

The aims of this Policy are to:

- Provide the safest possible environment for visitors, employees and contractors and any others who may be affected by our activities.
- Ensure compliance with all relevant legislation and associated codes of practice;
- Provide adequate information, instruction and training to meet employee and business needs;
- Assess the adequacy of health and safety policies/procedures through consultation with our employees;
- Reduce accidents and incidents to the lowest possible level
- Set requirements for all employees, contractors and partners, to work safely and with consideration for the health and safety of themselves and others.

Responsibility for Health and Safety

RRR Senior management has overall responsibility for health and safety and the operation of this policy. Senior Management will ensure that this policy is reviewed annually, amended (if applicable) and communicated to all relevant individuals.

Your responsibilities

In addition to Red Rhino Resourcing fulfilling its responsibilities for health and safety, all employees are required to:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Co-operate with Red Rhino Resourcing on matters relating to health and safety at work by complying with procedures and instructions.
- Not knowingly act in such a way which may cause either themselves or the Company to be in breach of the law or damage the reputation of the Company.
- Correctly use any items of equipment, in accordance with training given and not interfere with; or misuse, any item of personal protective equipment provided.
- Attend general and work-related health and safety training as required.

Information, Consultation & Training

All employees will be consulted and provided adequate training and supervision to ensure that they are able to perform their work in a competent and safe manner. All employees are briefed on health and safety initially during the induction process, and thereafter, through ongoing training and development initiatives.

Equipment

You must use equipment in accordance with any instructions given to you. If you notice any damaged or faulty equipment you must report it immediately to your line manager. Under no circumstances must you attempt you repair equipment unless trained to do so.

Accidents and First Aid

All accidents and injuries at work must be reported immediately, however minor. In the first instance a report must be made to your line manager, this is so that measures can be taken to prevent further injuries to other persons. A full accident report must be recorded in the accident book (located in RRR offices next to notice board). If you are in a managed office block, the accident will also need to be reported to building managers and relevant accident reporting must be completed.

Senior management are responsible for reporting and injuries or work-related disease, preparing and keeping accident reports, this includes submitting reports to the relevant authorities (if required) under the reporting of injuries, diseases, and dangerous occurrences regulations 2013 (RIDDOR).

Epidemic/Pandemic Alerts

In the event of an epidemic or pandemic alert, we will assess our business operations and consult our workers with any necessary advice on steps to follow, in accordance with official government guidance. It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances. Following these steps will help to reduce the risk of infection at work as much as possible.

Please refer to our COVID-19 Policy for anything relating to the ongoing Coronavirus pandemic.

Fire Safety

All fire exits are clearly signposted with the relevant signage, all staff should familiarise themselves with the fire safety instructions displayed in reception. Upon hearing the fire alarm, leave the building immediately. Leave behind all personal belongings and go to the nearest fire assembly point. Do not re-enter the building until told to do so.

Upon discovery of a fire immediately raise the nearest fire alarm. Do not attempt to tackle it unless it is safe, you have been trained or you feel competent to do so.

Computers and Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for an hour or more at a time. The workers are described as 'DSE users'. The regulations do not apply to workers who use DSE infrequently or only use it for a short time.

If you are classed as a DSE user you must;

- Follow the rules and safe system of work when using DSE.
- Report problems about your health and the workplace.

It is our responsibility as an employer to;

- Analyse workstations to assess and reduce risks.
- Make sure controls are in place.
- Provide information and training.
- Provide eye and eyesight tests on request, and special spectacles if needed.
- Review the assessment when the user or DSE changes.



If you have any questions regarding this policy, please address these to the senior management team.

This policy will be reviewed and amended when necessary.