

RDP International Ltd

Health and Safety policy

General Statement of Policy, Duties & Responsibilities

1 Policy Statement

- 1.1 RDP International (RDPI) recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers and sub-contractors (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act (1974), the Fire Precautions (Workplace) Regulations (1997), the Management of Health and Safety at Work Regulations (1999), other relevant legislation and common law duties of care. Throughout this Statement, the term “worker” shall include such as “staff”, “workers”, “employees”, “sub-contractors”, “visitors” and include both paid and volunteer workers.
- 1.2 Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- 1.3 Encourage persons on the premises to co-operate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- 1.4 Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own or other’s safety and health;
- 1.5 Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg. a person appointed as a Health and Safety Officer or Representative);
- 1.6 Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from RDPI’s activities;
- 1.7 Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of RDPI arising out of, or in connection with, RDPI’s activities;
- 1.8 Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- 1.9 Provide information to other employers of any risks to which those employer’s workers on the Organisation’s premises may be exposed.

The statement and the procedures are to be reviewed in January of each year by the Directors.

2 Statutory duty of the organisation

RDPI will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give workers the information, instruction, training and supervision necessary for their health and safety. In particular, the Organisation will:
 - Assess the risks to health and safety of its workers;
 - Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
 - Record the significant findings of the risk assessment and the arrangements for health and safety measures;
 - Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
 - Appoint someone competent to assist with health and safety responsibilities;
 - Set up emergency procedures;
 - Provide adequate First Aid facilities;
 - Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
 - Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
 - Prevent or adequately control exposure to substances that may damage health;
 - Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
 - Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
 - Provide health surveillance, as appropriate;
 - Ensure that appropriate safety signs are provided and maintained;
 - Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

2.1 Statutory Duty of workers

RDPI's Employees have legal duties, and RDPI requests that all workers observe these.

They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or not do;
- To co-operate with RDPI on health and safety;
- To use work items provided by RDPI correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by RDPI;
- Health and Safety law applies not only to employees in the workplace, it also applies to organisations and people who occupy or use community buildings to which members of the public have access.

2.2 Policy for visitors and contractors

On arrival all visitors will be welcomed by a member of staff who will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and / or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Organisation of Health and Safety

Health and Safety sub-committee

The Directors will appoint a Health and Safety representative, including representation both of themselves and of workers:

- To have a broad overview of Health and Safety matters;
- To keep RDPI's Health and Safety policy and procedures under review;
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations);

- To take such action as may be required to ensure that RDPI's responsibilities for Health and Safety are fulfilled;
- To report to the Directors on their performance of these responsibilities.

Health and Safety Rules

All workers must exercise due care and attention to avoid accidents in their activities at work and comply with the following general rules and with any further rules which RDPI may publish from time to time.

Accident Forms and Book

The book must be kept in a locked drawer once completed. Any injury suffered by a worker or visitor in the course of employment or otherwise on RDPI's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by RDPI.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of RDPI employees, as appropriate, in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of RDPI and any directions for the use of such must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit. Any required maintenance, defective equipment, furniture and structures must be reported as such without delay.

Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and especially after using the lavatory;
- Report any skin, nose, throat, or bowel problems;
- Ensure cuts or sores are covered with correct waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);

- Ensure waste food is disposed of properly. Keep the lids on rubbish bins and wash your hands after putting waste in them;
- Avoid the unnecessary handling of food as far as possible;
- Report any defects or concerns regarding the facilities – eg uncleanness, refrigeration malfunction, cracked food preparation surfaces.

Display Screen Equipment

RDPI recognises its responsibility to ensure the wellbeing of workers who habitually use display screen equipment for a significant part of their normal work.

Workers are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at RDPI's expense.

Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no worker may undertake his / her duties if under the influence of alcohol or drugs (except under medical supervision).

Arrangement and procedures

The Health and Safety Officer is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

First Aid and accident reporting

First Aid Boxes are provided in the following location(s): Kitchen

Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance dial 999 and ask for "ambulance";
- All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable;
- All accidents must be entered on an accident form or in the accident book. The procedures for "notifiable" accidents as shown in Appendix A below must be followed;
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for RDPI to consider the actions necessary to prevent recurrence.

Fire Drills and Evacuation Procedures

In the event of Fire:

- Persons discovering a fire should sound the nearest alarm;
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered;
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- The assembly point for the building is outside the garages;
- No-one should leave the assembly point without the permission of a member of staff;
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 and asking for "Fire";
- When the Fire Brigade arrives, advise whether all persons are accounted for and the location of fire.

Cleaning materials, general machinery and high risk areas

- All portable machinery must be switched off and unplugged when not in use;
- Wandering cables are a hazard; use with caution and safety in mind;
- Slippery floors and dangerous; use warning signs.

General

All thoroughfares, exits and gates must be left clear at all times;

- Corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

Appendices

APPENDIX A – ACCIDENT REPORTING

Accidents

All accidents which occur during work for RDPI and on premises under the control of RDPI must be recorded.

Accidents to workers

For ALL accidents, complete an Accident Form or enter the details into the Accident reporting book and give it to the Health & Safety Officer

Serious accidents should be reported to the Directors at the discretion of the Health & Safety Officer.

Appendix B

DISPLAY SCREEN EQUIPMENT

Who is a Display Screen User?

The regulations are for the protection of workers who habitually use display screen equipment for a significant part of their normal work.

In some cases, it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as a user. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment.
- The individual needs significant training and / or particular skills in the use of display screen equipment to do the job.
- The individual uses display screen equipment in this way more or less daily.
- Fast transfer of information between the user and the screen is an important requirement of the job.
- The performance requirements of the system demand high levels of attention and concentration by the user; for example where the consequences of error may be critical.

Eye Test

- Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice. A worker may request a test if he / she:
 - Is already a user for a significant part of his / her work or is about to start using display screen equipment for a significant part of his / her work
 - Is experiencing visual difficulties which may reasonably be considered to be related to display screen work
 - It is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals

Spectacles

If, as a result of the eye test, a worker requires spectacles solely for use with display screen equipment, he / she is entitled to reimbursement of the cost.

If the worker wishes to choose more costly spectacles (eg. a more expensive frame), the employer is not obliged to pay the full cost of these.

If as a result of the tests, spectacles are required for normal use, eg. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report. Payment for the spectacles will be at RDPI's discretion.

Who pays the Optician?

The worker pays the option and then obtains the reimbursement, attaching the receipt(s).