

## HEALTH & SAFETY POLICY STATEMENT

To meet our obligations under the Health & Safety @ Work Act (HASAWA) and the Management of H&S @ Work Regulations (MHSWR), as an organization, Risk Management Services is committed to ensuring the health, safety and welfare of all of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

It is the responsibility of all Senior and Line Management to ensure each employee is suitably briefed so they can familiarize themselves and comply with relevant procedures and systems on health and safety.

While we will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each person to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well being of themselves or of any other person.

If any employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific task or use specific equipment, then it is their duty to report this as soon as possible to their line manager or to the Managing Director. If this does not address the situation, they may invoke the formal grievance procedure.

Disciplinary action may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

We will provide and maintain a healthy and safe working environment with the objective of preventing or minimizing the number of instances of occupational accidents and illnesses.

We will pay particular attention to:

- maintaining the workplace – wherever it may be, in a safe condition and providing adequate facilities and arrangements for welfare at work
- providing a safe means of access to and egress from the respective workplaces
- The provision and maintenance of equipment and systems of work that is safe
- Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles used within our activities
- The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons.

We also recognize our duty to protect the health and safety of all 'customers' with whom we interface, including contractors, as well as any members of the public who might be affected by our onsite / assignment operations.

## Organization

The Directors of Risk Management Services (Chiltern) Ltd have overall responsibility for Health and Safety.

The designated H&S Facilitator – Managing Director, has been given the responsibility for overseeing, implementing and monitoring health and safety procedures and for reporting back to the other Directors on health and safety matters.

He will, in-conjunction with Senior Management also conduct or organize regular inspections of the Head Office workplace, and ensure that respective departments are maintaining required safety records and investigating and reporting on any accidents at work.

## Training

Safety training is an integral part of an effective health and safety program. It is essential that every employee is trained to perform their job safely. Consequently ALL employees will be trained via both formal and informal means in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided. This aspect will be co-ordinated by the Managing Director.

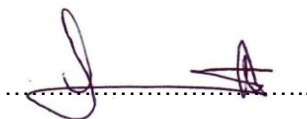
Other relevant / supporting 'topic specific' policies

***Supporting this hi-level policy, we also have a series of topic specific sub-policies. For details, please refer to the Sign Post section of our H&S Arrangements.***

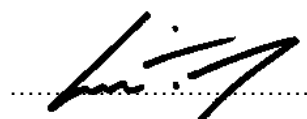
Summary = General safety rules

- All employees should be aware of and adhere to the RMS rules and procedures on health and safety where ever practical.
- All employees must immediately report any unsafe working practices or conditions. Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardize the health and safety of any other person are forbidden.
- Any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardize the health and safety of any person.
- No employee should undertake a task which appears to be unsafe.
- No employee should undertake a task until they have received adequate safety instruction and they are authorized to perform it.
- All injuries and any near miss incidents must be reported.
- Work should be well-planned to avoid injuries in any aspect of handling or whilst using related equipment.
- Personal protective equipment must be worn where appropriate.

### Policy endorsement:



Managing Director



Operations Director

Approval Date: Jan 2017