



Health & Safety Policy

GENERAL STATEMENT OF POLICY

Resource Solution Group plc's (RSG) policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision, as they need for this purpose.

RSG accept the responsibility for the Health & Safety of other people who may be affected by our activities.

RSG will ensure that Contractors engaged on site are aware of this Policy Statement and accept its contents.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and in associate health and safety-documented records.

RESPONSIBILITY

Overall and final responsibility for Health and Safety in RSG rests at Director level. The person responsible for execution of the policy is the Health & Safety Manager. Inspections are carried out on a regular basis. The Health & Safety Manager is responsible for co-ordinating, monitoring and advising on the implementation of the Policy.

They will record/action (as applicable) any incidents/accidents that occur to any employee and maintain record.

All employees have the responsibility to co-operate with the Health & Safety Manager to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee notices a health or safety problem, which they are not able to put right, they must tell the Health & Safety Manager immediately.

The Health & Safety Manager is responsible for necessary training and supervision to ensure that all employees are able to do their job safely.

CO-OPERATION AND CO-ORDINATION

Co-operation of all employees is vital to the success of our Health and Safety Policy.

The employees must co-operate and co-ordinate health and safety measures to ensure the health and safety of everyone on site. The employers must inform each other of any health and safety risks that arise from the work activities.

All employees must comply with the landlord's requirements and prohibitions imposed upon them.

SPECIFIC ISSUES

FIRST AID

First Aid Kits are located with the following first aiders:-

First Floor Natalia Perkowska
Second Floor Karen Ainsworth-Smith

Fully Qualified First Aiders are:-

Natalia Perkowska
Karen Ainsworth-Smith
Jasmine Champagnie
Will Boney

ACCIDENTS

Karen Ainsworth-Smith (second floor) has the accident book. All accidents/incidents should be reported immediately to a First Aider. All necessary steps will be taken to prevent a recurrence.

You must see a first aider for any injury you may receive irrespective of how minor and ensure details are entered into the accident book.

The law requires that any accidents that result in serious injury, death or over 7 day injuries (where an employee is away from work or unable to work normally for more than 7 days as the result of an accident) must be reported to the Incident Contact Centre in Caerphilly : Tel 0345 300 9923.

All incidents can be reported online (<http://www.hse.gov.uk/contact/contact.htm>) but a telephone service is also provided for reporting fatal and specified injuries **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

- You must report any medical condition which could affect the safety of yourself or others.
- You must report any incident in which damage is caused to property.
- You must not become involved in horseplay or practical jokes.

The nearest Hospital with a Casualty Department is:

Bristol Royal Infirmary
Marlborough Street
Bristol
Telephone: (0117) 923 0000

STRESS IN THE WORKING ENVIRONMENT

Stress is the adverse reaction people have to excessive pressure or other types of demand placed on them; things at work or by things outside of work, or both can cause it.

Work-related stress is not an illness, but it can lead to increased problems with ill health if it is prolonged or particularly intense.

The Management of Health and Safety at Work Regulations 1999 require you as an employee to talk to RSG about any work-related stress you may feel you are experiencing. If RSG is not aware of a problem they will be unable to help.

The following advice will not prevent work-related stress, but will help you take care of yourself and ensure that you do not make the problems worse. You can:

- Eat healthily;
- Stop smoking;
- Try to keep within Government recommendations for alcohol consumption – alcohol acts as a depressant and will not help you tackle the problem;
- Watch your caffeine intake – this may make you feel more anxious;
- Be physically active – it stimulates you and gives you more energy;
- Try learning relaxation techniques;
- Talk to family or friends about what you are feeling.

FIRE SAFETY

The Fire Policy Statement and Fire Risk Assessment are displayed on the Intranet and notice boards.

Fire alarms are tested every week. Where practicable fire drills, including a full evacuation, may count towards a planned evacuation drill.

The Health & Safety Manager is responsible for all fire matters, checks on escape routes, fire extinguishers and other equipment.

ENVIRONMENTAL SAFETY

Day-to-day problems associated with the working environment ie. temperature, lighting, electrical safety, furniture are handled by the Health & Safety Manager. Emergency items will be dealt with immediately, urgent items within one working day and other faults as soon as practicable.

VISITORS, CONTRACTORS AND TEMPORARY STAFF WORKING ON THE PREMISES

All employees are responsible for ensuring the health and safety of visitors, contractors and temporary staff working on the premises, and where applicable will explain RSG's Health and Safety Policy.

TEMPORARY STAFF SUPPLIED BY RSG TO CLIENTS

Temporary workers supplied by RSG will be subject to the Health and Safety Policy of the Client; RSG employees are responsible for ensuring that temporary workers and clients are aware of this.

CONCLUSION

RSG will give full support to this Policy and those responsible for its implementation.

The Policy will be under constant review and any revisions will be brought to the notice of all employees.

Oliver Dawe



Managing Director - Operations

