

	<b>RNJ Partnership LLP</b>	<b>Doc. OHS01</b>
	<b>Health &amp; Safety Management System</b>	<b>Revision 3</b>
	<b>Health and Safety Policy</b>	<b>Page 1 of 6</b>

## **SECTION 1**

It is the policy of RNJ Partnership Ltd to take all reasonable steps to ensure the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement such a policy. RNJ Partnership Ltd are committed to at least comply, and where possible exceed, legal and other requirements to which the organisation subscribes that relate to occupational health and safety hazards, including those duties set out in the Health and Safety at Work Act 1974.

RNJ Partnership Ltd will provide and maintain a healthy and safe working environment with the objective of preventing injury and ill health and continually improving health and safety management and performance. In order to facilitate this objective, RNJ Partnership Ltd has implemented an occupational health and safety management system based on the requirements of ISO45001:2018, which includes the establishment of occupational health and safety objectives.

All employees will be provided with such equipment, information, instructions, training and supervision as is necessary to implement this policy and achieve health and safety objectives. This policy will be made available to all employees, contractors and other interested parties.

RNJ Partnership Ltd also recognises its duty to protect the health and safety of all visitors to the organisation, including contractors and temporary workers, as well as any members of the public who might be affected by RNJ Partnership Ltd work operations.

RNJ Partnership Ltd 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. It is the duty of each employee and contractor to take reasonable care of their own and other people's welfare and to report any situation, which may pose a threat to the wellbeing of themselves or of any other person. If an employee or contractor is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is their duty to report this to the Partner Responsible for Health and Safety. An effective health and safety programme requires continuous communication between workers at all levels. Therefore, we provide:

- A safe system of work and safe plant and equipment
- Safe means of handling, transporting articles, substances and people
- Adequate training, instruction, information and supervision
- A safe place of work with safe access and egress
- A safe and healthy environment and adequate welfare facilities
- Communication and participation of workers, across the organization
- A commitment to satisfy legal and other requirements
- A commitment to the hierarchy of controls to Health and Safety Risks
- A commitment to the prevention to ill health and injury
- A commitment to continual improvement

All injuries, however small or slight, sustained by a person at work must be reported. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. An accident book is located in the workshop and the administration office. A review of the accident books will be undertaken every quarter.

This Health and Safety Policy will be reviewed for continuing suitability

Signed A Knowles

Position Partner

Date 30<sup>th</sup> January 2021 (Review date January 2022)

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## **SECTION 2 - ORGANISATION**

### **2.1 ORGANISATION**

The Partners of RNJ Partnership LLP have overall responsibility for health and safety within the organisation. The Partners may use a consultant in an advisory role in relation to health and safety management.

### **2.2 MANAGEMENT RESPONSIBILITIES**

#### **2.2.1 Partner Responsible for Safety**

The Partner Responsible for Safety is responsible for the following:

- To ensure that a health and safety policy is developed and brought to the attention of all employees.
- To ensure that regular monitoring is carried out to establish a high level of health and safety performance.
- To ensure that effective communication is established within the organisation.
- To implement the health and safety policy system and procedures along with ensuring adequate training, information and supervision.
- To carry out / ensure all aspects of general arrangements regarding assessments, fire and first aid procedures along with the completion of monitoring documents.
- To be responsible for accident / incident investigation, records, reports and ensuring appropriate notifications are carried out.

#### **2.2.2 Associates and Senior Surveying Staff**

The Associates and Senior Surveying Staff are responsible for the following:

- Ensure they are aware of, and compliant with, current legislation and industry standards in relation to their work activities
- Monitor the health and safety performance of builders, contractors and developers under their control and ensure they are compliant with relevant health and safety regulations or industry standards
- As appropriate, ensure that RNJ Partnership LLP comply with the requirements of the Construction and Design (CDM) Regulations 2015
- Inform the Partners / Partner Responsible for Safety of any activity or situation that is, or likely to become, unsafe
- As appropriate as required by the CDM Regulation 2015, act as the RNJ Partnership LLP Planning Supervisor

#### **2.2.3 Surveying Staff**

The Surveying Staff are responsible for the following:

- Complying with the requirements of this Health and Safety policy and any other RNJ Code of Practice
- Ensure they are aware of, and compliant with, current legislation and industry standards in relation to their work activities
- Monitor the health and safety performance of builders, contractors and developers under their control
- Inform the Partners / Partner Responsible for Safety of any activity or situation that is or likely to become unsafe

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#### **2.2.4 Employee and Sub-Contractors**

It is the duty of employees and subcontractors to act responsibly in relation to all matters that may affect the Health and Safety of themselves and other persons while on RNJ or client premises and to abide by RNJ's safety rules at all times.

All employees **MUST**:

- Take reasonable care of their own Health and Safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Report any hazardous defects in equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- Keep your work area clean and tidy particularly in relation to objects that are likely to cause a person to trip or fall.
- Follow the safety procedures and rules from the risk assessments and if ever uncertain; ask.
- Not smoke in any part of the building.

Sub Contractors will be assessed for their competence to carry out their tasks safely.

#### **2.2.4 Names and Areas of Responsibility**

Partner Responsible for Safety	Andrew Knowles
Partner Responsible Fire Prevention	S Nesti

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## **SECTION 3 - ARRANGEMENTS**

### **3.1 Emergency Preparedness and Response**

RNJ Partnership LLP have prepared an emergency arrangement procedure (SWP01) that includes emergency responses to fire, electricity and evacuation. A copy of the procedure will be given to all employees. The procedure will be upgraded and re-issued as and when required.

### **3.2 Communication and co-operation**

RNJ Partnership LLP will endeavour to communicate to employees (and contractors) their commitment to safety and to ensure that employees are familiar with the contents of this policy.

If RNJ Partnership LLP is to build and maintain a healthy and safe working environment, co-operation between all employees is essential. All employees are expected to co-operate with the Partner Responsible for Safety and to accept their duties under this policy.

### **3.3 Consultation with Employees**

Employees will be encouraged to assist in the development of Health and Safety procedures. Employee's knowledge, experience and understanding of their working environment will be used in assessing any risks in the processes. This information can assist in developing measures to improve Health and Safety at work and improve the workforce's involvement and co-operation in Health and Safety.

Consultation will also occur with the introduction of new statutory information, any training programmes and implementing emergency procedures. RNJ will keep records of the consultations.

### **3.4 Training**

Safety training is an indispensable part of the RNJ Partnership LLP health and safety programme. It is essential that every employee is trained to perform his or her job effectively and safely. RNJ Partnership LLP will provide adequate Health and Safety training, which will be recored on training records:

- On recruitment.
- On being exposed to new or changed risks.
- Refresher training will be given, as appropriate .

### **3.5 Safety Tours, Safety Inspections and Risk Assessments**

RNJ Partnership LLP believe that regular systematic inspections of the workplace are an important instrument in ensuring that it demonstrates compliance with the law.

### **3.6 Work equipment**

RNJ Partnership LLP will take all reasonable steps to ensure the safety of all employees using work equipment provided by the organisation, as well as to ensure the safety of others who may be affected by the equipment.

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### **3.7 Personal protective equipment**

RNJ Partnership LLP recognises the duties and obligations established by legislation and will provide personal protective equipment (PPE) where risk assessment identifies the requirement for employee protection.

### **3.8 Manual handling operations**

RNJ Partnership LLP objective is to minimise any risk to employees of accident or injury resulting from manual handling operation. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the workplace and the capability of the individual concerned.

Assessments will be reviewed when there is a significant change in:

- The activity or process.
- The working environment.
- The numbers or abilities of personnel.
- The nature of the loads to be handled.

### **3.9 Control of substances hazardous to health**

A risk assessment will be conducted on all work involving exposure to hazardous substances.

### **3.10 Electricity**

Electrical equipment is to be properly maintained and subject to periodic checks.

Employees who use portable electrical equipment, that is, equipment which is connected to the electrical supply but is not permanently attached to it such as computers and photocopiers, are reminded that they must not carry out electrical repair work themselves, an electrical contractor will carry out any necessary electrical work and appliance testing.

### **3.11 Employees at special risk**

RNJ Partnership LLP recognise that some workers may from time to time be at increased risk of injury or ill health resulting from work activities.

RNJ therefore require that all employees advise the Partner Responsible for Safety if they become aware of any change in their personal circumstances, which could result in their being at increased risk.

This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken.

### **3.12 Fire safety precautions**

Fire is a significant risk within the workplace. RNJ Partnership LLP fire safety policy and procedures take account of special fire hazards in specific areas of the workplace.

The Partner Responsible for Fire Prevention is responsible for ensuring compliance with fire safety and prevention codes, for inspecting and testing fire fighting, prevention and protection equipment. All employees are under a duty to report immediately any fire, smoke or potential fire hazards to the fire service. A suitable and sufficient fire risk assessment will be completed.

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### **3.13 Smoking**

In line with current legislation smoking is prohibited in all areas of the workplace at all times.

### **3.14 Reporting of accidents, diseases and dangerous occurrences**

Legislation requires that certain prescribed events, injuries and diseases be formally reported. Notwithstanding our legal obligations, RNJ Partnership LLP views accident investigation as a valuable tool in the prevention of future incidents.

In the event of an accident resulting in injury, a report will be drawn up by the Partner Responsible for Safety.

### **3.15 First aid**

One person holding a current first aid certificate is responsible for the proper use and maintenance of any first aid station. The first aid station is held in Reception. A list of current first aid and appointed persons will be portrayed along with the location of the first aid station.

### **3.16 RNJ safety rules**

- All employees should be aware of, respect and adhere to the rules and procedures contained in this policy and the rules of any off-site host organisation.
- All employees must immediately report any unsafe practices or conditions to the Partner Responsible for Safety.
- Employees must not adjust, move or otherwise tamper with any electrical equipment etc. in a manner not within the scope of their duties.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to others.
- No employee should undertake a job which appears to be unsafe.
- All injuries must be reported to the Partner Responsible for Safety.

### **3.17 Housekeeping and Hygiene**

The following housekeeping and hygiene rules must be adhered to:

- Work areas and stations must be kept clean and tidy.
- Any spillage must be cleaned up immediately.
- Waste materials and rubbish must be placed in the receptacles provided and removed routinely.