

## Business Management System

### Section 1: Administration

#### Part 1 – Health & Safety Policy Statement

Document Record		
Rev	Changes	Date
1	Original	1st September 2023
2	Revision	20 <sup>th</sup> August 2024
3	Review	28 <sup>th</sup> August 2024

## Health and Safety Policy

### Introduction

This Health and Safety Policy outlines our commitment to creating and maintaining a safe and healthy work environment for all employees, contractors, learners, and visitors. We recognise the importance of Occupational Health, Safety, and Welfare in the successful operation of our business activities. This policy details how we intend to manage, comply with, and implement all relevant health and safety regulations, legislation, and client requirements.

### Scope

This policy applies to all employees, contractors, and others working on behalf of the company, including learners, visitors, and members of the public with whom we engage. Everyone under the scope of this policy is expected to take responsibility for their own safety and the safety of others, following the guidelines laid out herein.

### Policy Objectives

Our aim is to foster a culture of proactive health and safety management, ensuring that all necessary resources are provided for the management of health and safety and that continual improvement in safety performance is achieved. We are committed to:

#### Compliance with Legislation

We fully accept our responsibilities under the Health and Safety at Work Act 1974 and other relevant legislation, striving to ensure that our working environment, including premises, equipment, and systems of work, is safe and without risk to health.

#### Accident Prevention

We will implement safe systems of work, safe working conditions, and a healthy environment. Our objective is to prevent personal injury, property damage, and protect all individuals, including the public, from foreseeable work hazards.

#### Health and Safety Management System

We aim for effective and continuous improvement in managing occupational health and safety through the implementation of a robust Management System.

#### Training and Awareness

All staff will receive structured Health and Safety induction and ongoing training as necessary. We will communicate this policy to all employees, ensuring they are aware of their health and safety obligations.

#### Risk Assessment and Hazard Control

We will conduct regular risk assessments to identify hazards and implement controls to minimise occupational health and safety risks. This includes handling, storage, and transportation of articles and substances, ensuring safe access and egress from the workplace, and maintaining a safe working environment.

## Consultation and Communication

We will provide means for consultation on health and safety matters with all employees, encouraging active engagement and communication to improve health and safety standards continually.

## Responsibilities

The Managing Director has ultimate responsibility for health and safety within Railsafe Group and will ensure that all the necessary resources are provided to implement the health and safety policy effectively. The Head of HSQE will be responsible for day-to-day implementation of this policy, including:

- Conducting inspections of premises and activities.
- Ensuring up-to-date and adequate risk assessments.
- Implementing appropriate safe systems of work.
- Identifying and addressing health and safety training needs.
- Managing emergency and fire evacuation procedures.
- The Head of HSQE is supported by the Assurance team to ensure:
  - Compliance with safety requirements for all equipment.
  - Adherence to procedures for reporting, recording, and investigating incidents and accidents.
  - Implementation of staff health and safety training, maintaining accurate records.
  - Safe handling and storage of potentially hazardous substances under COSHH.
  - Effective communication of health and safety matters to all staff.
  - General Guidelines

To maintain a safe work environment, all individuals must:

- Report any unsafe conditions, policy failures, hazards, or dangerous events to the Head of HSQE or the Assurance team.
- Follow all provided training, instructions, and safe systems of work, including the use of necessary personal protective equipment (PPE).
- Participate in health and safety discussions during team meetings and document these in meeting minutes.
- Ensure that learner health and safety are discussed and recorded at each visit.

## Specific Safety Measures

Fire Precautions: Adequate fire precautions, including clear escape routes, signs, emergency lighting, and well-publicised alarm procedures, will be maintained. Fire extinguishers will be inspected annually, and all staff and learners will be made aware of emergency procedures during induction.

## Display Screen Equipment

Annual assessments will be conducted for staff using display screen equipment, evaluating risks and ensuring proper ergonomic practices to minimise strain.

## Slips, Trips, and Falls

Floors will be kept clean and free of obstructions. Special care will be taken to prevent slips, particularly in adverse weather conditions.

## First Aid

Designated first aiders, holding current First Aid Certificates, will be responsible for administering first aid. Emergency contact numbers will be prominently displayed, and all accidents will be recorded in the Accident Book.

## Reporting and Compliance

Accidents, near misses, and dangerous occurrences must be reported immediately, with details documented in the Accident Book. RIDDOR-reportable incidents will be managed following statutory requirements, and the company will ensure compliance with all relevant regulations. Regular evaluations and reviews of this policy will be conducted to ensure ongoing compliance and continuous improvement.

Occupational health, safety and welfare is all employees' responsibility. Everyone is expected to contribute towards achieving the organisations, overall aims and objectives.

Our aim is to encourage initiative and adopt best practice in a culture where employees and managers are aware of their individual health and safety responsibilities and are actively engaged and committed to improving standards of Health, Safety and Welfare and to maintaining our Management Systems [BMS] and all necessary resources will be allocated in order to achieve this.

This policy is to be reviewed annually to ensure that it remains relevant.

**Jamie Spinks, Director**



**28<sup>th</sup> August 2024**