

HEALTH & SAFETY POLICY STATEMENT

R&W provides a comprehensive range of civil engineering, and environmental services with specialist expertise in technology and highways maintenance. In pursuing the policy R&W will ensure it sustains a continuously high standard of compliance to governing legislation, industry, and stakeholder requirements, whilst obligating itself to the continual enhancement of its Health, Safety and Wellbeing processes beyond minimum legislative requirements. So far as is reasonably practicable, R&W commits to maintaining a safe and healthy working environment by:

- Providing premises, vehicles, plant and equipment that are maintained, safe and without risk to health in accordance with legislation, guidance and industry best practice.
- Ensuring substances hazardous to health are stored, handled, transported and used safely in accordance with legislation, guidance and industry best practice.
- Providing employees with an appropriate level of supervision, training, information, instruction and guidance to enable them to perform their roles in a safe manner.
- Establishing annual safety objectives, initiatives and drivers based upon interim safety performance reviews and feedback encouraging continual improvement.
- Establishing and maintaining consultations, communications and dialogues with all its employees, sub-contractors and stakeholders for the benefit of mutual collaborative and continual improvement.
- Carrying out risk assessments, introducing control measures and co-operating fully with others who may be affected by the actions of R&W employees, to protect the Health, Safety and Wellbeing of all those affected.
- Ensuring all R&W employees are medically fit to undertake their role safely, through the ongoing monitoring and management of their occupational health.
- Actively encouraging a positive direction, approach and culture towards Health and Safety that supports our employees to maintain positive physical and mental wellbeing.
- Driving improved performance and managing risk by establishing behavioural safety initiatives.
- Implementing technological innovations and processes to protect workers and those affected by our operations.

The implemented documented Business Management System, policies and processes that R&W have in place, alongside all other safety, health, wellbeing and environmental arrangements will be reviewed at least annually as part of a management system review to ensure its suitability towards the scale, nature and hazards presented through R&W business operations.

Employees are reminded of their legal duty to act safely and of their commitment to work within the policies, procedures and any specific safety instructions set out by R&W. Employees are also encouraged to report any hazards or defects to their immediate manager or to the safety, health, environmental and quality teams. Health and Safety will never be compromised for other business objectives and employees will never be expected to carry out any activity deemed to be unsafe.

Employees and all other parties who may be involved with R&W business operations are expected to fully co-operate with the R&W management team in all Health, Safety and Wellbeing matters. Serious or repeated contraventions of this policy, the R&W Business Management System, along with its founding policies and processes will result in disciplinary procedures being implemented as appropriate.

So far as is reasonably practicable, R&W recognises and accepts its responsibility as an employer for ensuring the Health, Safety and Wellbeing of its employees and for all other parties who may be involved or affected by R&W business operations.

A copy of this policy is provided to all new employees prior to their commencement, annually and after any significant R&W business changes made during the annual management system review.

**Signed:**  
**Mr A Theobald (Managing Director)**

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**HEALTH & SAFETY POLICY**

**1.0 Introduction**

In accordance with statutory legislation R&W provides its Health & Safety Policy, expanding upon the fore mentioned statement, displaying the Health, Safety and Wellbeing arrangements for its employees and for all other parties who may be involved or affected by R&W business operations.

The information and statements provided in the following sections, outlines and delegates key health and safety responsibilities to the relevant key post holders within R&W. Additionally the Business Management Systems is outlined for the different R&W business operations, providing the framework for the management of Health, Safety and Wellbeing across the group.

The management system defined within this Policy has been developed to meet the requirements of ISO 45001 and encompasses R&W Group operations for the following areas of the Group at their respective business locations:

- R&W Limited
- R&W Civil Engineering
- R&W Environmental

R&W Langley are not included within the scope of this policy as they have their own H&S arrangements in place.

**2.0 Key Post Holders Health & Safety Accountabilities**

**Managing Director** – Accountable for:

- Group Safety, Health & Environmental (SHE) matters, by discharging this duty through the appointment of Directors for the implementation of the Business Management System, policies and for the periodic reporting to the board.
- Approving the Health & Safety policy and for implementing the arrangements for keeping the policy of the company under review.
- Ensuring that procedures are developed to implement the Health and Safety policy and to ensure compliance with statutory requirements amongst other applicable obligations.
- Ensuring that all Directors understand and fulfil their responsibilities with regards to health and safety.
- Managing the insurance requirements of the group.

**Directors** – Accountable for:

- Ensuring that tenders consider SHE requirements and that they make adequate allowances for the provision of sufficient resources, prior to submission.
- Ensuring that all work is properly planned and resourced in accordance with the requirements of the Construction (Design & Management) Regulations and ensuring that all sub-contractors appointed are fully competent to fulfil their SHE obligations, prior to appointment.
- Ensuring that SHE arrangements specified within the company policies and procedures are implemented and maintained across all contracts.
- Ensuring that operational SHE standards are consistently applied and reviewed and that any improvements which support the implementation of the Health and Safety policy are investigated and implemented as necessary.
- Ensuring that a process is implemented to confirm the correct levels of competencies are in place for persons to fulfil their assigned tasks.
- Ensuring that breaches of the Health and Safety policy are investigated and, where appropriate, that disciplinary procedures are instigated.

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### Health & Safety Manager – Accountable for:

- Understanding and ensuring that the implications and duties imposed by legislation and codes of practice are brought to the attention of the Board of Directors.
- Ensuring that adequate arrangements for implementing the Health and Safety policy are in place, in accordance with the requirements of the Business Management System.
- As far as reasonably practicable ensure that all areas of the business are aware and understand any relevant internal procedures, statutory requirements and other obligations which are relevant to their operations.
- Ensuring that adequate arrangements are in place for monitoring the Health and Safety performance of R&W, its suppliers and its sub-contractors.
- Ensuring that Health and Safety is represented at Board level meetings and for hosting the “Safety, Health & Environment Committee” meetings.
- Carrying out proactive and reactive monitoring of site activities through audits and inspections and providing reports to management on the findings.
- Providing any relevant notifications and reports to the Health and Safety Executive (HSE) in accordance with the requirements of the RIDDOR Regulations.
- Undertaking investigations and providing reports for any significant event which could have a detrimental effect on the health and safety performance of the Company.
- Providing support as required from external specialists.

### Training Manager – Accountable for:

- Ensuring that an adequate programme of training is established, promoting and encouraging a safety culture within the organisation.
- Recording the details of any SHE training that has been carried out and identifying the need for providing training updates and ensuring required qualifications do not lapse.
- Sourcing training providers and organising SHE training to satisfy the needs of the business.

### Human Resources Manager – Accountable for:

- Maintaining records of any disciplinary action and advising on the progress of disciplinary procedures in relation to breaches of SHE matters.
- Assisting with any industrial claims in the unlikely event they arise.
- Arranging Occupational Health appointments and maintaining confidential medical records relating to Occupational Health and other testing.

### Operational Managers – Contracts Managers, Agents, Works Managers and Foreman - Accountable for:

- Implementing the requirements of the Health and Safety policy and for ensuring suitable levels of compliance with statutory requirements and other obligations are maintained.
- Developing and maintaining the Construction Phase Plan on contracts which are carried out in accordance with the Construction (Design & Management) Regulations.
- Ensuring that all sub-contractors used on site are fully approved and competent to fulfil their obligations with regards to SHE matters.
- Implementing arrangements for monitoring and reviewing the SHE performance of subcontractors during the construction phase of a contract.
- Ensuring that all risks are adequately assessed prior to starting work.
- Prepare and document safe systems of work to adequately address identified risks.
- Ensure the communication and implementation of the safe systems of work.
- Implementing arrangements to promote consultation with employees on SHE matters.
- Ensuring that employees have had sufficient information, instruction and training to enable them to work safely.
- Providing appropriate first aid cover and emergency procedures.

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- Implementing accident reporting arrangements in accordance with company procedures.
- Co-operating with all safety inspection requirements that are carried out by the company's SHE Advisors or external enforcing agencies (such as the Health & Safety Executive) and implementing any remedial action that is deemed necessary to maintain acceptable standards.
- Ensuring that any item of plant and equipment on the site has been inspected in accordance with the relevant internal procedures and statutory obligations.
- Ensuring that all personnel under their control are sufficiently experienced and competent to fulfil their assigned tasks.
- Go to work 'The R&W Way', promoting all elements within briefings and day to day operations.

### **Buyers** – Accountable for:

- Maintaining relationships with the supply chain that provide materials and services to the company.
- Maintaining the approved list of suppliers.
- Assisting the operational teams to select and procure the correct materials and services in order to enhance SHEQ performance.
- Preparing and maintaining procurement schedules (where required).
- Managing any issues relating to material or equipment that must be returned to the supplier due to concerns over quality or performance.

### **Commercial Team** – Accountable for:

- Gain an understanding of the estimating documentation issued at the pre-construction phase and determining the sub-contract involvement required to deliver the works.
- Ensuring that all sub-contractors used on site are fully approved and competent to fulfil their obligations regarding SHE matters.
- Issuing formal orders to all sub-contractors which confirm the extent of their package of works.
- Ensuring that all subcontractors have allocated sufficient time and resources to undertake their package of works safely.
- Reviewing performance of subcontractors and providing feedback to them to improve performance.

### **Asset Managers (Plant, Transport and Facilities)** – Accountable for:

- Ensuring that all traffic routes and parking arrangements within company premises are properly organised and clearly marked.
- Ensuring all permanent facilities are maintained in line with current SHE legislation.
- Ensuring that all plant is supplied to site so that it is fit for use, in a safe condition and accompanied by any relevant certification.
- Ensuring that all company plant and equipment has been subject to statutory inspection and examination where required.
- Ensuring that all storage and workshop areas are maintained in an organised and tidy fashion.
- Maintaining vehicle and company driver records and checking these for compliance on an annual basis.
- Responding to reports of faults and ensuring that any damaged or defective equipment is removed from service.

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**All Employees** – Accountable for:

- Complying with the requirements of the Health and Safety policy and associated arrangements.
- Go to work 'The R&W Way', promoting all elements within briefings and day to day operations.
- Promptly reporting any defects, unsafe conditions, or unsafe acts to their immediate supervisor.
- Only carrying out tasks that they are trained and competent to do.
- Understanding and abide by all the relevant safety instructions and procedures that are relevant to their job.
- Carrying out all tasks in accordance with the risk assessments and safe systems of work that have been prepared and comply with any other client requirements as appropriate.
- Promptly report all accidents, dangerous occurrences and unsafe conditions to their immediate supervisor.
- Using all personal protective equipment or other safety equipment provided in the manner for which it was designated.
- Co-operate and participate in training courses, briefings and other Health and Safety meetings.
- Co-operate fully during any investigation carried out by the Company SHE Advisors, or any other external enforcing authority (such as Health and Safety Executive).
- Reporting any illness, physical condition or injury which might affect their ability to work in a safe manner.
- Maintaining a clean and tidy working environment.
- Complying with the Company Drugs and Alcohol Policy.
- Stopping work where the situation becomes unsafe that there is a serious and imminent risk of any person becoming injured and reporting this to their immediate supervisor.

**3.0 – Arrangement for managing Health & Safety**

R&W operates a Business Management System (BMS) accredited by ISO 45001, containing all the relevant policies, procedures, forms and guidance notes with which to implement the requirements of this Health and Safety policy.

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