

Health and Safety Policy

1.0 Introduction

This policy is designed to contribute to the business performance of Richard Irvin Services Group as Commitment to continuous improvement in health and safety performance. The policy reflects the legal obligations placed upon Richard Irvin by the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 (as amended).

This document requires the commitment, support and action from everyone working within Richard Irvin Services Group and is central to the ongoing effective management of health and safety.

Richard Irvin Services Group is a trading name of Richard Irvin & Sons, Limited
Registered Office: 58 Howard Street, North Shields, TYNE AND WEAR, NE30 1AL
Company Registered No. 96281 England.

2.0 Health & Safety Policy Statement

Richard Irvin Services Group consider that the health and safety of their employees and the impact they have on the workplace environment is of paramount importance to the Company in achieving the consistent high standards it sets itself in all its activities. It is therefore the policy of Richard Irvin Services Group to develop a health, safety and environmental awareness culture throughout the Company. This will involve taking all reasonable precautions for the prevention of injuries and ill health to our employees, sub contractors and others who may be affected by our work activities. We will endeavour to maintain a healthy environment and to prevent any damage or loss to property, plant and equipment. Our aim is to achieve an incident and injury free workplace.

Every employee of Richard Irvin Services Group has a role to play in ensuring that these aims are achieved, by acting with due regard for their own and others' health and safety. Sub-contractors will be expected to perform in a similar manner to ensure that their own health and safety, the health and safety of others and that of Richard Irvin Services Group is not compromised. Richard Irvin Services Group will provide the resources to achieve this aim, so far as is reasonably practicable.

Every employee has a responsibility to co-operate with the Company to enable all statutory duties and obligations to be complied with. The successful implementation of this policy requires total commitment from all levels of employee, from the boardroom to the youngest employee. Each individual has a legal obligation to take reasonable care for their own health and safety and the safety of others who may be affected by his or her acts or omissions.

Adequate facilities and arrangements will be maintained for employee consultation at all levels on health and safety issues, to encourage active participation and feedback.

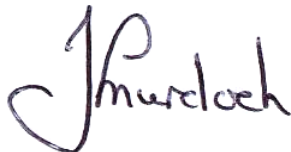
Richard Irvin Services Group will at all times be committed to comply with health and safety legislation, adopt industry best practice and ensure that all aspects of the business take proper account of health and safety requirements. Every effort will be made to set standards that are the highest achievable, consistent with efficiency and technical excellence.

In order to achieve this aim, training, instruction, formal procedures and monitoring systems are provided. The Richard Irvin Services Group Health and Safety organisation together with individual responsibilities and arrangements are also set out in the Richard Irvin Services Group Health and Safety Manual which complements this policy.

This policy will be regularly monitored to ensure that these aims are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes and communicated to all employees and those associated with our business in accordance with our programme of continuous improvement.

The Company is committed to the success of this policy.

Signed



Chief Executive J. Murdoch Date: March 2009

3.0 Distribution

The Policy will be drawn to the attention of all staff. A statement will be issued annually reminding all staff about the policy statement, its principles and the Management Team's commitment to it.

4.0 Review

This policy will be reviewed on an annual basis.

5.0 Organisation and Responsibility

5.1 Chief Executive

The Chief Executive has overall legal responsibility for health and safety in the organisation, accountable to the Richard Irvin for ensuring compliance with the requirements of the Health and Safety at Work, etc. Act 1974 and all other subordinate legislation. The Chief Executive is also responsible for:

Ensuring that the health and safety policy is implemented at Richard Irvin at all levels;
Visibly demonstrating management's commitment towards developing a positive health and safety culture by promoting and encouraging high standards of health and safety performance;
Ensuring that the performance of Richard Irvin Services Group is maintained with respect to compliance with statutory health and safety requirements nationally accepted safety standards and best practice;
Health and safety objectives are defined annually and that the success of employees in meeting these objectives is formally measured; and
Ensuring Board members are kept informed of health and safety issues, as appropriate.

Whilst retaining overall responsibility for matters as set out above, practical responsibility is delegated to Line Managers in respect of the areas under their management control

5.2 Directors & Managers Reporting directly to the Chief Executive

Directors are responsible for:

The implementation and monitoring of this policy within their own area, and ensuring good communication with employees at all levels

Ensuring that sufficient resources are available to enable compliance with all legal requirements including this policy; and all other relevant Richard Irvin Services Group health and safety procedures and guidance

Implementation and maintenance of an effective health and safety management system, which will include assessing, planning, organising, monitoring and reviewing the measures required to eliminate, reduce or control local risks;

Bringing to the attention of Managers and Supervisors that health, safety and welfare responsibility is shared, and that they will be accountable for the health safety and welfare of employees or others who may be affected by the work of the Service and;

Developing and maintaining a Health and Safety Policy for their Service

Ensuring proper control of contractors' activities;

Ensuring that appropriate, valid risk assessments are available, and regularly reviewed, for activities conducted by the service;

Ensuring that the Service's health and safety arrangements, which identify the key risks related to their activities, are prepared and revised, in accordance with legislative requirements;

The preparation of an annual report evaluating the health and safety performance of their Service and setting future objectives and targets. This report will be presented to the Corporate Health and Safety Committee and all other relevant Richard Irvin Services Group Committees

5.3 Managers are responsible for:

Implementation of this policy in their area of responsibility;

Ensuring compliance with all relevant Richard Irvin Services Group guidance documents and procedures;

Ensuring that new entrants are inducted into the organisation, which must include an awareness of all precautions and procedures applicable to the job/activity and emergency procedures;

Ensuring that any legal requirements relating to their areas of responsibility are fully complied with;

Ensuring that any health and safety responsibilities delegated to staff within their area are clearly identified.

Ensuring that all staff are and remain competent to carry out any activities required as part of their duties and responsibilities; and

Motivating and empowering employees to work in a safe and healthy manner, in order to encourage a positive attitude towards health, safety and welfare in the workplace.

5.4 Health and Safety Manager

The Health and Safety Manager is responsible for:

Directing and assisting members of the Richard Irvin Services Group and Management Team and other managers on health and safety matters;

Providing up to date information on changes to Legislation

Ensuring that safety performance is monitored and improved;

Presentation of an annual health and safety management report and action plan intended to ensure that safety standards are raised or maintained throughout Richard Irvin Services Group. This report will be presented to the Chief Executive, Directors & Managers as appropriate.

5.5 Employees

Each employee is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person. Whilst Richard Irvin Services Group accepts the main responsibility for the implementation of this policy, individuals are legally obliged to co-operate to ensure a healthy and safe working environment.

In addition all employees must:

Avoid taking unnecessary risks;

Set a good example to others, especially young or inexperienced workers;

Work in accordance with any health and safety instruction or training that has been given;

Bring to the attention of a responsible person any health and safety issues they may have; and

Familiarise themselves with Richard Irvin's Services Group Health and Safety Policy and any local arrangements.

The normal reporting line for health and safety matters is via line management. However, given that staff may use a number of sites possibly in different areas and their line manager may be in another area there is a need to ensure that Health and Safety matters relating to the Service are referred to relevant Service Manager.

6.0 Arrangements

The following requirements will be incorporated into Service health and safety arrangements as necessary. They should be expanded or altered to meet the specific requirements of the Service concerned, and developed with the support of the health and safety section.

6.1 Safety Culture

6.1.1 Communication

Richard Irvin recognises that employees have an important contribution to make to the overall organisational health and safety culture. Richard Irvin Services Group will ensure that health and safety is an integral part of its management system and seeks to develop a positive attitude to health and safety among employees by:

- a. Visibly demonstrating a clear commitment to improving health and safety performance;
- b. Promoting co-operation and consultation across Services;
- c. Ensuring the communication of necessary information throughout Richard Irvin Services Group; and
- d. Securing the competence of employees by including health and safety within the recruitment process and systematically identifying health and safety training needs.

6.1.2 Health and Safety Advice

The Health and Safety Section will actively monitor the implementation of Richard Irvin Services Group policy and provide advice on action necessary to ensure the health and safety of Richard Irvin employees and anyone who may be affected by the Richard Irvin's Services Group undertakings.

The Occupational Health Service is managed by the Management Service and is committed to the identification, assessment and management of work related health risks and as appropriate non work related health risks.

6.1.3 Health and Safety Training

Health and Safety training is an important factor in the reduction of accidents and prevention of ill health. Services will actively support training by providing the necessary resources and organisation to carry out such training. All new employees will receive a Service induction course and, in addition, attend a corporate induction

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course organised by Health & Safety Department.

Where health and safety training needs are identified by a Service, suitable training can be arranged through the health and safety section.

6.1.4 Raising Health and Safety Concerns

Should an employee require to raise a health and safety concern, the procedure detailed below should be followed in line with local procedures:

STAGE 1. Raise concern with Supervisor. If not resolved:

STAGE 2. Raise concern with Manager. If not resolved:

STAGE 3. Raise the concern with HS & E Manager. If not resolved:

STAGE 4. Matter is referred to the Management Health and Safety Committee.

At any stage during this process, any employee/safety representative can contact the Health and Safety Section for further guidance.

6.2 Planning and Implementation

6.2.1 Corporate Health and Safety Plan

The Chief Executive will ensure, through the Manager of Health & Safety, that a Corporate Health and Safety Plan is in place which will achieve and support effective health and safety management systems across the Richard Irvin Services Group.

Services will also prepare a Health and Safety Plan outlining specific Service health and safety objectives with realistic timescales for their accomplishment. These objectives will be developed in consultation with the Health and Safety Manager, Health and Safety Officer.

All health and safety plans must be regularly monitored by the Services' management teams. Updated health and safety plans must form part of the annual Services' health and safety report.

6.2.2 Annual Health and Safety Reports

Services will prepare an annual health and safety report that evaluates their health and safety performance. Such reports should include information on the following issues:

- a. Profile of the Service and its main functions and activities.
- b. Management of health and safety within the Service. This should include a report detailing the progress of the health and safety plan objectives from the previous year.
- c. Occupational health and safety risk management, planning and progress.
- d. Training.
- e. Service health and safety objectives for the coming year.

6.2.3 Effective Health and Safety Management

Services will pursue progressive improvements which will lead to reduction of injury and ill health. This will be achieved by the implementation and management of an effective health and safety management system, which reflects the objectives set out in the corporate health and safety plan.

6.2.4 Health and Safety Planning Groups

Each Director and nominated Head of Service are required to establish a Service planning group to assist in the formulation and implementation of their health and safety policy and plan. Planning for health and safety is suitable for inclusion as a standing agenda item within the remit of the Directorate senior management team meetings.

The planning group should identify and prioritise actions, and agree key performance indicators including achievable targets for implementation of the various elements of the health and safety plan. The group should also monitor implementation of the health and safety plan.

The operational planning group is not an alternative or substitute for local liaison meetings, safety groups or health and safety committees.

6.2.5 Risk Identification

Richard Irvin recognises that Services are required to implement an effective risk control strategy to minimise employees' exposure to significant risks. Services must identify all significant local risks.

For further information on risk assessments contact the health and safety section.

7.0 Monitoring

7.1 Accident and Incident Analysis

Accidents and incidents at the following levels of severity will be analysed by Services' management, the health and safety section, health and safety planning groups, safety groups and safety committees involving employee representation, with a view to determining and where possible, eliminating the causes, of:

- a. Major injury/dangerous occurrence
- b. Lost time accidents of 3 days or more
- c. Work related ill health and disease

7.2 Accident/Incident Investigation and Reporting

7.2.1 Investigation

Every accident and incident will be investigated to the degree required to prevent recurrence by the injured person's supervisor or line manager and a report completed on the appropriate report form and submitted to the health and safety section. All accident forms completed shall contain outlined recommendations to prevent a recurrence.

For information on accident and incident reporting refer to the current Richard Irvin guidance on accident and incident reporting procedures. Further advice can be obtained from the health and safety section as required.

7.2.2 Notification and Recording

Every employee who suffers personal injury at work must give notice of any accident as soon as is practicable to their Line Manager.

7.3 Proactive monitoring

Workplace safety inspections shall be undertaken within all Services as part of their health and safety plan.

In addition, the health and safety officer will undertake compliance monitoring and physical verification exercises on a monthly basis.

7.4 Contractors

Richard Irvin will monitor the activities of contractors to ensure that any risks presented to employees, members of the public or visitors are minimised.

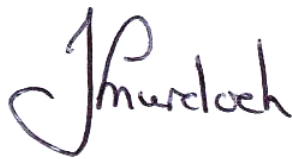
All contractors shall be assessed in terms of health and safety by the employing Service. The Contractor's Health and Safety Policy Statement, safe system of work and risk assessments should be examined prior to awarding the contract. Health and Safety Policies should be exchanged and the contractor must be given details of any specific risks.

8.0 Supplementary Policies and Guidance

This Health and Safety Policy is supplemented by specific policies and related guidance which are available from the Health & Safety Department, or from your line manager.

9.0 Structure Charts

Signed

A handwritten signature in black ink, appearing to read 'J Murdoch', written in a cursive style.

Date: March 20 2009

Joe Murdoch Chief Executive - Richard Irvin

Reviewed and Updated on 20 March 2010 Next Review Date: 20 March 2011

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