

Company Health & Safety Policy

1.0 Health and Safety Policy Statement

Rossendale Group Ltd is committed to pursuing excellence in everything it does, including the management of health and safety. We are committed to achieving high standards of health, safety and environmental practice. The company expects employees, visitors, suppliers, customers and contractors to share this commitment by complying with Rossendale policies and procedures, and to understand that they too have legal and moral obligations to themselves and to one another.

General Principles

We intend to ensure the health and safety of all persons who may be affected by our activities by:

- Promoting and continually improving standards of safety, health and welfare that, as a minimum (should we not exceed) comply fully with the terms and requirements of the Health and Safety at Work etc Act 1974 and all other relevant United Kingdom and European Community Directives and Statutory Regulations.
- Consulting with and involving our employees in matters relating to their own health and safety.
- Providing, managing and maintaining our workplaces so that they are, as far as reasonably practicable, safe and that risks to health are controlled.
- Providing adequate and appropriate facilities and arrangements for welfare at work.
- Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.
- Identifying hazards and conducting formal risk assessments when appropriate in order to minimise the risk for all activities undertaken by Rossendale Group, its employees and contractors.
- Ensuring that control measures and emergency procedures are in place, effective, properly used, monitored and maintained.
- Implementing systems of work that are safe and where risks to health are controlled.
- Providing the information, instruction, training and supervision at all levels necessary to ensure that employees are competent to supervise or undertake their work activities and are aware of any related hazards and the measures to be taken to protect against them, and giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.
- Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
- Monitoring the safety performance of contractors who work for us.

Where there are no existing policies or guidance, we expect our employees and contractors to implement the highest relevant standards and to comply with relevant legislation. Where no standards or legislation exist, we will work with our employees and contractors to develop systems which comply with best practice and eliminate or minimise the risks so far as reasonably practicable.

We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any employees, contractors, visitors, customers or anyone else affected by our work, or adversely affect the environment.

We are committed to this Policy and to the implementation and maintenance of the highest standards of health, safety and welfare.

S.Bamford - Managing Director

2.0 Statement of Intent

In our statement the Rossendale Group accept their obligations under the management of the Health and Safety at Work etc Act 1974 that require all Rossendale Group directors to undertake this Health and Safety Policy as an essential part of the general responsibilities for the management of the company.

The Rossendale Group directors fully accept the commitment to comply with the provisions of the Health and Safety at Work Etc Act 1974, and all other relevant United Kingdom and European Community Directives and Statutory Regulations, and the responsibility placed upon them to provide, so far as is practicable, a safe and healthy working environment for all employees.

Without distracting from the responsibility of the Rossendale Group directors, managers and supervisors to ensure safe conditions of work, Rossendale Group will seek to provide or secure competent technical advise, information and training on all health and safety matters.

The Rossendale Group HSEQ Officer will ensure that the following provisions are in place within the Rossendale Group's Health, Safety & Welfare Management system:

- Implement arrangements necessary to meet the requirements of this policy, and review annually the effectiveness of this policy by means of periodic consultation between all levels within the organisation.
- Implement provisions for consultation between all levels of the organisation on issues regarding Health, Safety & Welfare, ensuring that all employees are informed of all policy or legislative changes.
- Advise the necessary training at all levels of the organisation, to ensure that competency levels are maintained to industry standards and that all employees carry out their duties in a safe and responsible manner.
- Ensure the provision of adequate risk assessments to fulfil legislative requirements.
- Provide safe plant, equipment and materials and where identified by risk assessment as necessary adequate and suitable protective equipment.

All employees will be issued with a current copy of the Rossendale Group Health and Safety Policy Statement on their induction to the company.

Employees are reminded of their duties under Section (7) of the Health and Safety at Work etc Act 1974 to take care of their own safety, that of other employees and persons who may be affected by their work, in addition also to co-operate with their employer so far as is necessary to enable them to carry out their own responsibilities successfully.

2.1 Culture & Core Values

Rossendale Group has an open, constructive culture which fosters mutual trust between management and employees. All employees and contractors are expected to take personal responsibility for their own safety and the safety of their colleagues.

Employees are expected to take every opportunity to learn from events and take timely action to prevent recurrence.

2.2 Goals & Targets

The aim of the Rossendale Group is to achieve zero harm and employees are encouraged to view every accident as avoidable. All employees and contractors are expected to co-operate with investigations into every incident and accident and to learn from these experiences.

In order to assess the company and contractors' performance, annual targets for Health and Safety are set by the directors of Rossendale Group. Health and Safety statistics are included in every appropriate set of key performance figures and are included as an agenda item on every regular business progress meeting.

3.0 Organisation

Rossendale Group provides a comprehensive service to users of lifting equipment, including:

- Design
- Manufacture
- Installation
- Supply
- Hire
- Testing
- Examination
- Maintenance
- Repair

Products include:

- Overhead cranes
- Overhead runway beams
- Jib cranes
- Hoists
- Slings
- Lifting & spreader beams
- Mobile gantries
- Davits
- Lifting accessories
- Special lifting appliances

4.0 Responsibilities

4.1 Managing Director

The Managing Director, who is ultimately accountable for all safety matters, will make adequate resource available to ensure that the Health and Safety Policy protects people, sustains continuous improvement and maintains compliance with legislation relating to health and safety.

In particular the Managing Director is responsible for:

- Publishing the Safety Policy and providing public support
- Ensuring that the objectives of the policy are fully understood by the directors of Rossendale Group.
- Ensuring all directors provide regular information on the health and safety performance of the business sectors under their control
- Providing facilities that are safe to all persons who use them
- Co-ordinating health and safety activities by ensuring the regular review of current safety measures, instruction and training of all employees within the organisation
- Ensuring that effective Health & Safety Plans are in place for continuous improvement within the organisation
- Maintaining compliance with Health & Safety Legislation and the company policy
- Effectively controlling any emergencies which may arise

In order that the aims and objectives of the Health & Safety Policy can be achieved within the organisation, the Managing Director has delegated roles, responsibilities and accountability for health and safety matters to directors and senior managers within the organisation.

4.2 Designated Directors

Designated directors are responsible and accountable to the Managing Director for, as far as is reasonably practicable, the following:

- Specifying to managers and supervisors within the organisation that which is expected of them with regards to the health and safety of employees within their charge
- Ensuring that all employees understand their responsibilities for the securing of healthy and safe working conditions and practices
- Ensuring that employees are properly trained, instructed and supervised in safe systems of work, operating procedures and systems, and that premises, plant and equipment are maintained to a satisfactory standard
- Encouraging the participation of employees in the development of such measures
- Allocating duties or functions to supervisory employees under their control, so that they may assist them in fulfilling their responsibilities towards health and safety
- Ensuring that all incidents at work involving the health and safety of personnel are properly reported and investigated to establish causes and necessary remedial action in order to prevent a recurrence
- Ensuring that all projects or other activities that fall under the scope of the Construction Design and Management Regulations 2007 (CDM) comply to the criteria as laid down by these Regulations
- Ensuring adequate investigations into the cause of accidents and the introduction of remedial actions to prevent re-occurrence
- Ensuring that those who are responsible for selecting and appointing contractors include a copy of the Contractor's Safety Policy in all tender submissions and that all contractors are property vetted as to their competence

4.3 Responsibilities of the Managers and Supervisors

All managers and supervisors are responsible and accountable to their designated Director for achieving, as far as is reasonably practicable, the aims of the company Health & Safety Policy within the sphere of their control. In particular they must:

- Ensure detailed implementation of the company policy and Health & Safety Management System within their area of control
- Operate within all legislative requirements and the codes of practice applicable to the work being undertaken and at all times set a personal example for employees to follow in the observance such health and safety requirement
- Ensure that adequate risk assessments have been made to all health, safety and fire hazards and ensure the availability of adequate information about the known potential hazards associated with an employee's activities
- Take positive action to identify and remedy any unsafe working practices or conditions. Refer to the HSEQ Officer for any of these for which they cannot achieve a satisfactory solution with the resources available to them
- Ensure adequate information, supervision, instruction and training is given at all levels to employees, with particular respect to safe operating practices. Such working practices should ensure the health and safety of the employees and of those other than the employees who may be affected by the activity
- Ensure that protective clothing and equipment are available to employees as required and that all employees under their control are instructed in the use of such clothing and equipment
- Allocate duties or functions to employees under their control, so that they may assist them in fulfilling their responsibilities towards health and safety
- Ensure that an appropriate health and safety audit program is conducted
- Ensure adequate investigations into the cause of accidents and the introduction of remedial actions to prevent reoccurrence
- Managers ensure that those who are responsible for selecting and appointing contractors include a copy of the Contractor's Safety Policy in all tender submissions, and that all contractors are properly vetted as to their competence

4.4 Responsibilities of the HSEQ Officer (Health, Safety, Environment, Quality)

The HSEQ Officer is accountable to the Managing Director of the Rossendale Group and is responsible for:

- Providing the service of 'Competent Person' to the Rossendale Group business
- Ensuring that the activities of the business are carried out within all legislative requirements and codes of practice applicable to the work undertaken
- Co-ordinating and monitoring the implementation of the Rossendale Group company safety policy and Health & Safety Management System and for making recommendations for improvements, if required
- Ensuring that suitable technical advice and information on health and safety matters is available to directors, managers and supervisors to enable them to fulfil their responsibilities
- Identifying competent persons who can advise on specific and/or specialist risk or information
- Ensuring that all incidents at work involving the health and safety of personnel are properly reported and investigated to establish causes and necessary remedial action in order to prevent a recurrence
- Liaising with outside bodies in order to provide advice on up to date techniques and developments in all aspects of health and safety and, in particular, on new regulations, codes of practice and guidance notes relevant to the operations of the company

4.5 Responsibilities of Purchasing & Design

All persons submitting requisitions are required to give careful consideration to the potential risks for any future users of the equipment or substance and to ensure that all products, services or other articles purchased by the company for the use at work comply with Health and Safety at Work etc Act 1974. Section 6 by:

- Designing the equipment, arranging for the best layout and developing the process in a way that will minimize any risks to health and safety
- Avoiding the use of dangerous processes or substances wherever possible, but, if their use is required, taking every precaution against potential harm through Risk Assessment
- Providing the necessary safeguards and safety equipment based upon advice given in technical references and constantly updating knowledge of safety equipment and materials
- Preparing easily understood instructions in the use of the equipment or materials
- Ensuring arrangements are in place in order that all new machinery, equipment and substances conform to the requirements of the Provision and Use of Work Equipment Regulations 1998, or other relevant legislation. Similarly, checking the materials coming into use within the business, to ensure they are included within the documentation and risk assessment as required by COSHH 2002 Regulations

An approved list of suppliers for equipment and substances for company use will be created and updated as required, in order to:

- Provide the necessary safeguards and safety equipment based upon advice given in technical references and to constantly update knowledge of safety equipment and materials
- Ensure that all Statutory Inspections of all plant and vehicles are undertaken at the necessary frequencies

4.6 Responsibilities of all Employees

Apart from any specific responsibilities which may be delegated to them, all employees must:

- Act in the course of their employment with reasonable care for the health and safety of themselves and others
- Familiarise themselves with and conform at all times to health and safety requirements appropriate to the work being undertaken. This is particularly important with regards to protective equipment and the adoption of safe systems of work that may be affected by their activities
- On discovering a hazard, take remedial action wherever possible to make the hazard safe, warn others as necessary and report the hazard and any action taken to their manager/supervisor, as well as making any suggestions that they feel may improve health and safety within their working environment
- Ensure that all accidents or injuries caused by the working environment are reported to their manager/supervisors
- Ensure that all accidents at work involving personnel under their control are properly investigated in accordance with the accident reporting procedures
- Ensure that all health and safety deficiencies, unsafe acts and unsafe equipment are communicated to the responsible manager/director, where necessary, through the normal channels

4.7 Responsibilities of Safety Representatives

Rossendale Group currently has no recognised Trade Union and therefore will comply with the requirements of the Health and Safety (Consultation with Employees) Regulations 1996.

Under these regulations the company will give each member of staff the opportunity to voice their view on any aspect of health and safety. This will normally be carried out on a daily basis during regular contact with employees or through the employee Safety Representative(s).

Employees will be provided with sufficient information to allow them to take a full and effective part in the consultation process. This is provided that the information is not:

- Against the interests of national security
- About someone who has not given their permission for it to be given out
- Would (other than for reasons of health and safety) be detrimental to the well-being of the company
- In any way involved in a legal proceeding.

The company encourages all employees to discuss any health and safety concerns they may have with their immediate Line Manager or any company Director.

5.0 Planning and Implementation

There is a planned and systematic approach to implementing the health and safety policy through an effective health and safety management system.

Risk assessment methods are used to decide on priorities and to set objectives for eliminating hazards and reducing risks. Wherever possible, risks are eliminated through selection and design of facilities, equipment and process.

If risks cannot be eliminated, they are minimised by the use of physical controls, through systems of work and, as a last resort, personal protective equipment.

Performance standards are established and used for measuring achievement. Specific actions to promote a positive health and safety culture are identified.

Planning is essential for the implementation of health and safety policies. Adequate control of risks can only be achieved through co-ordinated action by all members of the organisation. An effective planning system for health and safety requires the organisation to establish and operate a health and safety management system which:

- Controls risks
- Reacts to changing demands
- Sustains a positive health and safety culture

5.1 Measuring Performance

Performance is to be measured against agreed standards to identify when and where improvement is needed. Active self-monitoring reveals how effectively the health and safety management system is functioning. This looks at both hardware (premises, plant and substances) and software (people, procedures and systems), including individual behaviour and performance. If controls fail, reactive monitoring identifies the cause, by investigating accidents, ill-health or incidents which could cause harm or loss. The objectives of active and reactive monitoring are:

- To determine the immediate causes of sub-standard performance
- To identify the underlying causes and the implications for the design and operation of the health and safety management system

Longer term objectives are also monitored. Measurement is essential to maintain and improve health and safety performance.

There are two ways to generate information on performance:

- Active systems which monitor the achievement of plans and the extent of compliance with standards
- Reactive systems which monitor accidents, ill health and incidents

5.2 Active Monitoring Systems

The management team is given responsibility for monitoring the achievement of objectives and compliance with standards for which they and their teams are responsible. The management team is responsible for the direct implementation of standards and will monitor compliance in detail.

All line managers must ensure:

- Routine procedures to monitor specific objectives
- Periodic examination of documents to check that systems relating to the promotion of the health and safety culture are complied with
- Systematic inspection of premises, plant and equipment by supervisors, maintenance employees, management, safety representatives or other employees, to ensure the continued effective operation of workplace precautions
- Environmental monitoring and health surveillance
- Systematic direct observation of work and behaviour to assess compliance with risk control systems, procedures and rules

5.3 Reactive Monitoring Systems

By definition, reactive systems are triggered after an event and will include identifying and reporting:

- Injuries and cases of ill-health
- Damage to property or the environment
- Incidents with the potential to cause injury, ill health or loss
- Hazards
- Weakness or omissions in performance standards

The management team will establish procedures to deal with events involving serious and imminent danger to people at work. If an accident or incident occurs, plans will be made to:

- Make the situation safe and prevent further injury or damage
- Help, treat and if necessary rescue the injured
- Take into account the presence of members of the public

Each investigation will:

- Identify reasons for sub-standard performance
- Identify underlying failures in health and safety management systems
- Learn from events
- Prevent recurrences
- Satisfy legal and reporting requirements

5.4 Auditing and Reviewing Performance

The business will learn from all relevant experience and apply the lessons. There is a systematic review of performance based on data from monitoring and from independent audits of the whole health and safety management system. These form the basis of self-regulation and of complying with sections 2-6 of the Health & Safety at Work Act 1974 and other relevant statutory provisions. There is a strong commitment to continuous improvement, involving the constant development of policies, systems and techniques of risk control.

Performance is assessed by:

- Internal reference to key performance indicators
- External comparison with the performance of business competitors and best practice, irrespective of employment sector

Performance may also be included in annual reports.

5.5 Auditing Performance

Audit can be defined as the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system, and drawing up plans for corrective action.

The aims of the audit will be to establish that:

- Appropriate management arrangements are in place
- Adequate risk control systems exist, are implemented and are consistent with the hazard profile of the organisation
- Appropriate workplace precautions are in place

5.6 Reviewing Performance

The reviews will examine the operation and maintenance of the system as designed, and the design, development and installation of the health and safety management system in changing circumstances.

Reviewing is a continuous process at all levels in the organisation and should include responses from first-line supervisors and managers, identifying substandard performance revealed from active and reactive monitoring and assessment plans.

Health & Safety matters will be discussed during regular meetings at all levels of management and employees. Managers are encouraged to have departmental safety forums which can include performance review on the agenda.

Individuals and supervisors will be reviewed on a regular basis and the organisation as a whole will be reviewed annually.

Key performance indicators for reviewing overall performance will include:

- Assessment of the degree of compliance with health and safety system requirements
- Identification of areas where the health and safety system is absent or inadequate
- Assessment of the achievement of specific objectives and plans
- Accident, ill health and incident data, accompanied by analysis of both the immediate and underlying causes, trends and common features.

6.0 Risk Assessment

The process of identifying hazards, assessing risks, and implementing and reviewing risk will be the basis of our Health and Safety management system. There is a legal duty on all employers and self employed workers to assess the risks arising from the hazards in our work activities. The main purpose of the risk assessment is to decide whether existing or planned controls are adequate. This is a proactive process whereby risk is controlled before harm can occur. It is essential to involve the workforce to gain their commitment in this proactive approach.

Risk assessments will be undertaken, as required, by suitably trained personnel and will adequately assess:

- The significant risks to and safety of the employees to which they are exposed whilst at work; and
- The risk to health and safety of persons who are not in his/her employment arising out of or in connection with the conduct of Rossendale Group

In addition:

- The assessment will be in writing, dated and signed
- The assessment shall record any group identified as being especially at risk
- Assessment findings will be communicated to the affected employees and signatures obtained to ensure that the information is clearly understood

It is important that the control measures are actually being performed. Risk ratings must be based on the effectiveness of the control measures. If the control measures are not adequate, then the risk rating should reflect this and further control measures will need to be introduced.

A risk grid is used to facilitate analysis. First the likelihood is decided on using the five expressions of likelihood. The severity is then decided using the five expressions of severity.

The judgement is then worked onto the risk grid by multiplying the likelihood value by the severity value and the Risk Rating Interpretation chart is included to give a Priority for Action.

7.0 Health Surveillance

Noise

Employees exposed to noise at 80dBA averaging over 8 hours should have access to information on health hazards associated with noise exposure. They should be provided with ear defenders and they should have voluntary hearing tests. Employees exposed to noise at 85dBA averaging over 8 hours or 200kPa as impulse noise are required to have regular hearing tests. Testing can be arranged through the out sourced Occupational Health Service.

Vibrating Machinery

Employees working with vibrating machinery, such as air percussion tools, must have regular surveillance for HAVS (Hand Arm Vibration Syndrome).

Harmful and Hazardous Substances

Employees working with certain chemicals and other harmful substances are required to have regular health surveillance. The requirements for health surveillance are stated in COSHH regulations and can be found on the hazard data sheets of substances. Substances requiring health surveillance include:

- Lead and asbestos
- Respiratory sensitisers (these can cause asthma)

- Skin sensitisers
- Biological agents
- Carcinogens

PCs and Word-Processors

Employees working with display screen equipment (DSE) and subject to repetitive strain are required to have regular vision screening tests and to complete user risk profile forms to assess their work stations.

8.0 Capabilities and Training

Prior to entrusting tasks to employees, the company will take into account their capabilities with regard to health and safety.

On being recruited and prior to the commencement of work, as part of the induction process for all new employees is an introduction to the company's procedures on:

- Company rules and facilities
- Health and Safety Policy
- Fire evacuation and procedures to take in the event of a fire
- First Aid provision and accident reporting procedure
- The use of personal protective equipment provided and the types in use provided by the company
- Manual handling

Training will also be carried out on being exposed to new or increased risks due to:

- Employees being transferred or given a change of responsibilities within the employers undertaking
- The introduction of new work equipment, or a change respecting to work equipment already in use within the employers undertaking
- The introduction of new technology into the employers undertaking
- The introduction of a new system of work into or a change respecting to a system already in use within the employers undertaking

The training referred to shall be:

- Repeated periodically where appropriate
- Be adapted to take account of any new or changed risks to the health and safety of the employees concerned, and take place during working hours

Competence and proficiency of all field operatives is ensured by an ongoing programme of refresher training. This includes:

- An updating of relevant qualifications which have expiry dates
- Specific manufacturers training courses which are undertaken as and when the requirement arises, such as when new equipment is introduced
- On the introduction of new Health and Safety legislation or standards, or specific operations which require specialist training

Employees' needs are specifically identified by keeping accurate records of training completed together with expiry dates. Regular appraisals with all employees helps to ensure all the training needs for individuals are met.

Contract requirements are communicated to the employees at the outset. Each member of staff is given a written summary of the requirements of the contract.

Training records are to be kept at each branch on an electronic matrix database.

9.0 Information for Employees

Each division will provide comprehensible and relevant information to all employees on:

- The risks to health and safety arising out of or in connection with their employment
- The significant risks to health and safety identified by any risk assessment
- The protective and preventative measures that need to be implemented
- The procedures to be followed in the event of serious and imminent danger
- The identity of persons nominated to provide assistance and undertake evacuation

Periodic safety alerts will be distributed to all employees. Each branch has a notice board on which Health & Safety information can be posted. Peripatetic employees are in regular contact with their line managers who will cascade down information and carry out any relevant toolbox talks at briefings.

The Health and Safety (Consultation with Employees) Regulations 1996

The company will directly consult with their employees on matters of health and safety and will in good time:

- Provide adequate information on what is proposed
- Give those affected sufficient time to express their views
- Listen and take account of the responses

Health and safety consultations will:

- Take place before the introduction of new measures
- Take into account the arrangements to appoint or nominate competent persons and any health and safety information the employer is required to provide by law
- Consider the planning and organisation of any health and safety training the employer is legally required to provide
- Discuss the consequences of planning and introduction of new technologies into the workplace

10.0 Health and Safety Assistance

- To comply with the requirements of Health & Safety within the Management Regulations 1999 Regulation 7, the company shall appoint a group competent person (*HSEQ Officer*) to assist in undertaking the protective and preventative measures and make arrangements for ensuring adequate co-operation between the persons concerned
- To ensure that the person appointed is regarded as competent for the purposes in having sufficient training, experience, knowledge or other qualities to enable them to effectively undertake their role

11.0 Employees Duties

In addition to the employee responsibilities, the legislation also requires that no employee shall:

- Use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to them by their employer other than in accordance with any instruction and training respecting such use which has been provided to them by their employer in compliance with their duties under the relevant statutory provisions, or interfere with any of the items so provided

Every employee shall inform the company or any other employee with specific responsibility for the health and safety of their fellow employees of:

- any work situation which may reasonably be considered to represent a serious and immediate danger to health and safety
- any matter which may reasonably be considered to represent a shortcoming in the employer's protection arrangements for health and safety, in so far as that situation or matter affects the health and safety of the employee concerned or arises out of or in connection with their own activities at work and has not previously been reported to that employer or to any other employee of that employer in accordance with this paragraph

11.1 Employee Participation

The Health and Safety (Consultation with Employees) Regulations 1996

The company will directly consult with their employees on matters of health and safety and will in good time:

- Provide adequate information on what is proposed
- Give those affected sufficient time to express their views
- Listen and take account of the responses

Health and safety consultations will:

- Take place before the introduction of new measures
- Take into account the arrangements to appoint or nominate competent persons and any health and safety information the employer is required to provide by law
- Consider the planning and organisation of any health and safety training the employer is legally required to provide
- Discuss the consequences of planning and introduction of new technologies into the workplace

11.2 Safety Management Meetings

Safety Management meetings (SHEM) will take place on a frequent basis under the Chairmanship of the HSEQ Officer.

Whilst this committee will discuss, make recommendations and arrange communications, it will not take over responsibility for statutory health and safety matters from the managers, supervisors and individual employees.

The SHEM committee will:

- Be responsible for keeping under review the practical application of the company Safety Management System

- Work to develop Health and Safety awareness amongst the Management Team and allow this to cascade downwards
- Meet at monthly intervals and record/distribute minutes
- Allow significant items from Safety Representatives to be tabled

11.3 Safety Representatives

Meetings with Safety Reps take place and discuss and/or make recommendations and arrange communications. It will not take over responsibility for statutory health and safety matters from the managers, supervisors and individual employees.

The Safety Rep's will:

- Be responsible for keeping under review the practical application of the Company Health and Safety Policy
- Assist to develop awareness amongst the workforce in Health and Safety
- Meet at frequent intervals and record/distribute minutes
- Allow all items from employees to be tabled

12.0 Arrangements & Implementation

The Rossendale Group Health and Safety Policy includes procedures which, in addition to the general responsibilities defined above, defines responsibilities in particular circumstances and sets out how the Company intends to comply with health and safety matters.

In particular, the company has established health and safety policies and procedures, which are set out in a Health and Safety Procedures Manual and a Health & Safety Arrangements Manual. These are available in hard copy and electronically to all branches.