
HEALTH AND SAFETY POLICY STATEMENT

ROSEMOR INTERNATIONAL LTD

ROSEMOR HOUSE
FARNHAM DRIVE
CAVERSHAM PARK
READING RG4 6NY
UK

TEL: 0118 946 1011

CONTROL COPY NO.

Mr. Efi Rosen

.....
Managing Director
Date.

JANUARY 2006

ROSEMOR INTERNATIONAL LTD
HEALTH AND SAFETY MANUAL

CONTENTS

	Page No.
1. HEALTH AND SAFETY POLICY	3
2. INTRODUCTION	4
3. RESPONSIBILITY	4
4. ACCIDENT / FIRST AID	5
4.1 FIRST AID	5
4.2 ACCIDENT REPORTING.....	5
5. FIRE SAFETY INSTRUCTIONS.....	5
6. SPECIFIC STATUTORY REQUIREMENTS	6
6.1 DISPLAY SCREEN EQUIPMENT	6
6.2 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH).....	6
6.3 MANUAL HANDLING.....	7
6.4 ELECTRICITY AT WORK	7
6.5 EQUIPMENT	7
6.6. PERSONAL PROTECTIVE EQUIPMENT	7
6.7 ASBESTOS.....	7
7. WORK ON CUSTOMER'S PREMISES	7
8. CONTRACTORS	7
9. EXTERNAL AUTHORITY VISITS.....	8
10. GENERAL SAFETY RULES FOR EMPLOYEES.....	9
11. TRAINING	9

APPENDIX

- A** Health and Safety Risk Assessments & Records

ROSEMOR INTERNATIONAL LTD
HEALTH AND SAFETY MANUAL

1. HEALTH AND SAFETY POLICY

Add the existing policy

ROSEMOR INTERNATIONAL LTD
HEALTH AND SAFETY MANUAL

2. INTRODUCTION

It is fundamental to good management practice that **Rosemor International** meets all statutory requirements and ensures that all practical steps are taken to maintain the Health and Safety of all employees at work - in accordance with Company Health and Safety Policy Statement detailed in Section 1.

Good management practice in Health and Safety demands similar communication and controls to those exercised in the core **Rosemor International's** activities and this document defines the methods and responsibilities to record and control all Health and Safety accidents with the necessary actions to correct the problem and prevent it happening again.

This Manual should be read in conjunction with any Company safety notices and work instructions and applies to all **Rosemor International** employees and visitors to the Company premises.

3. RESPONSIBILITY

All employees are responsible for ensuring safe working practices at all times and for reporting any accidents or potential accidents to the Health and Safety Manager.

The Managing Director as nominated Company Health and Safety Manager, irrespective of all other duties is responsible for: -

- * Ensuring that all statutory and **Rosemor International** Policy requirements are met
- * Recording and expediting all Health and Safety accidents - on Company's and Customer's (when involving Company personnel or equipment) premises and taking any necessary action to correct and prevent the accident happening again
- * Regularly assessing actions taken and maintaining Company Health and Safety records
- * Issuing and displaying appropriate notices for accident prevention and action
- * Ensuring that the induction and training of employees in Health and Safety is conducted.
- * Maintaining of Employee Accident and Sickness Records and recording statutory sickness documentation for the HSE.
- * Ensuring that the General Fire Safety notices and instructions are displayed and maintained.

ROSEMOR INTERNATIONAL LTD
HEALTH AND SAFETY MANUAL

4. ACCIDENT / FIRST AID

4.1 First Aid

A First Aiders will be trained to provide adequate cover for the Company's offices and stores.

The First Aider is equipment with a First Aid Box. The First Aider will ensure that their Boxes are kept properly and are in a clean and serviceable condition.

4.2 Accident Reporting

All employees must seek First Aid treatment immediately for all injuries however slight.

It is the responsibility of all First Aiders to ensure that all accidents however minor are entered in the Company Accident Book (Form B1510) to comply with RIDDOR.

All accidents will be reported promptly to the Health and Safety Manager and if appropriate he will complete a Form F2508 and forward it to local enforcing authority. Each reported accident will be investigated by the Health and Safety Manager.

5. FIRE SAFETY INSTRUCTIONS

The Health and Safety Manager will issue and display escape routes and instructions on the Company Notice Board and ensure that suitable fire fighting equipment is in position.

The relevant fire alarms and fire fighting equipment will be inspected and serviced by qualified personnel and records of the inspections maintained.

It is the responsibility of all staff to make themselves aware of the location of fire fighting appliance and escape routes. All fires no matter how small must be reported to the Office Manger.

At no time are staff expected to put themselves at risk when fighting a fire.

ROSEMOR INTERNATIONAL LTD
HEALTH AND SAFETY MANUAL

6. SPECIFIC STATUTORY REQUIREMENTS

Under the EU there have been new specific Directives which have been incorporated into UK law as Regulations under the Health and Safety at Work Act 1974. These regulations have a common approach which is:

- 1 Identify the requirements of the Regulations.
- 2 Identify and Assess the risk.
- 3 Prioritise the risks.
- 4 Reduce the risk, ideally avoid the risk.

Note: The Assessments and subsequent actions must be documented.

The Health and Safety Manager will be responsible for ensuring that the Assessments are undertaken at the appropriate intervals and the validity of the Assessments checked for any significant changes since the last Assessment at least once per year. The results of the Assessments will be review at the Health and Safety Reviews.

The Regulations, which are of particular relevance because of their specific Assessment requirement, are:

- * Display Screen Equipment
- * Manual Handling
- * Control of Substances Hazardous to Health (COSHH)
- * Electricity at Work
- * Personal Protective Equipment

Notify the Health and Safety Manager if work requirements alter which may alter the validity of the Assessment conclusions.

6.1 Display Screen Equipment

The purpose of the Regulations is to assess and reduce the health and safety risks to employees who habitually use display screen equipment as a significant part of their normal work. No habitual Users have been identified within the Company, since no one uses the "display screen equipment on a more or less continuous basis on most days".

6.2 Control of Substances Hazardous to Health (COSHH)

The majority of products stored and handled by Rosemor International have no harmful effect but such items such as acid for cleaning systems, if in contact with the skin may cause irritation. In such an event ensure that the contaminated area is immediately washed and flushed with water.

In the event of **any** product spillage, report to the Health and Safety Manager.

For further information refer to the COSHH Assessment Sheets.

ROSEMOR INTERNATIONAL LTD
HEALTH AND SAFETY MANUAL

6.3 Manual Handling

The purpose of the Regulations is to assess and reduce the risk of injury due to Manual Handling of loads. In view of the Company's on site activities, there will be requirements to move significant weights at Customer's premises. Employees should assess the risk of injury and take practical steps to reduce the risk by prior planning. If the load still provides a significant risk then the risk should be reduced by the use of mechanical aids or getting other assistance.

For further information refer to the HSE Manual Handling regulations

6.4 Electricity at Work

There is also specific regulation relating to the testing and safe use of electrical equipment. If any electrical equipment is damaged or being used inappropriately, the equipment should be isolated and the Health and Safety Manager notified.

6.5 Equipment

All equipment is subject to suitable maintenance taking into account various factors including;

- Statutory testing
- Equipment type
- Amount of use
- Consequences of failure

6.6. Personal Protective Equipment

Rosemor International Ltd will provide the necessary personnel protective equipment to enable employees to satisfactorily and safely carry out their work.

Employees have the responsibility to use provided equipment for its intended purpose. Queries should be raised with the Health and Safety Manager.

6.7 Asbestos

Handling or cleaning up of asbestos is excluded. If asbestos is damaged or is required to be handled or cleaned, the relevant site authority will be notified for suitable action.

7. WORK ON CUSTOMER'S PREMISES

Employees will always endeavour to comply with Customer's procedures which they are aware of and cooperate and participate in any drills.

Emergencies – in the event of an emergency the client procedures will be followed.

8. CONTRACTORS

Sub-Contractors will be notified to the Health and Safety Manager whilst on the Company's premises

Should any Rosemor International staff see Contractors working under circumstances that could give rise to a safety hazard, the Health and Safety Manager should be notified immediately.

ROSEMOR INTERNATIONAL LTD
HEALTH AND SAFETY MANUAL

9. EXTERNAL AUTHORITY VISITS

Any visit on Health and Safety issues by an external authority will be arranged and conducted with the Health and Safety Manager. For each reported deficiency or comment for improvement, the corrective actions will be determined, actioned and reported to the external authority in writing and maintained in the Health and Safety file.

ROSEMOR INTERNATIONAL LTD
HEALTH AND SAFETY MANUAL

10. GENERAL SAFETY RULES FOR EMPLOYEES

Each employee is expected to conform to the Company's Health and Safety Policy, Contract of Employment and regulations and to recognise their responsibility in law for their own safety and that of others.

Additionally - each employee is expected to help and co-operate in achieving safe and hazard free working areas and operations this includes co-operating to enable persons to carry out statutory duties required under the Health and Safety Act.

Specifically - all employees will adhere to each of the following paragraphs.

- 10.1. All safety precautions, protective clothing and equipment instructed in an approved method of work must be applied as instructed.
- 10.2. Only employees who are trained and authorised will use equipment or machinery, which will be left in a safe and working condition.
- 10.3. Operating instructions and precautions including Customer's safety requirements and procedures will be adhered to at all times
- 10.4. All equipment, work and storage areas, and offices will be maintained in a clean and tidy condition.
- 10.5. Repairs and adjustments to equipment will only be carried out by those who are qualified and authorised to do so.
- 10.6. Any change in performance, noise or observed fault in equipment or machinery will be reported immediately to the Health and Safety Manager
- 10.7. Any accident must be reported immediately to the Health and Safety Manager.
- 10.8. Any dangerous occurrence, potential hazard, safety deficiency or work related illness will be reported immediately to the Health and Safety Manager.
- 10.9. Misuse or interference with any item provided in the interests of Health and Safety will be treated as serious misconduct.
- 10.10. Practical joking, horseplay or reckless behaviour, which endanger Health and Safety on Customers or the Company premises, is forbidden and could lead to dismissal for unsafe conduct.
- 10.11 Any employee, known to be suffering from an infectious disease will notify the Health and Safety Manager before entering the Customer's or Company's premises.
- 10.12. Each employee will comply with Customer's and Company's fire precautions and safety instructions
- 10.13 Smoking is prohibited except in the designated areas.

The Company welcomes employee comments and suggestions designed to eliminate possible hazards and improve safety standards at work.

11. TRAINING

All employees will be made aware of their Health and Safety responsibilities as laid out in this Manual and appropriate training given.