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## Health and Safety Policy

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#### Revision history

Revision	Created by / on	Released and valid by / on	Comments
1.00	MOP 2020.01.06	MOP 2020.01.06	Document created
1.01	TPE 2020.20.06	MOP 2020.21.06	new format
1.02	TPE 2021.11.01	TPE January 2021	Review and representant change

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## Public Statement

It is the policy of r2p, to ensure the health, safety and welfare of its employees at work and avoid risks to members of the public, contractors and visitors both when attending client premises and attendance at our own offices.

R2p places a high priority on maintaining offices and sites which are as free as possible from risks to the health and safety of employees, and persons visiting those clients and our own premises.

Whilst r2p accepts its responsibility to provide this safe environment, it looks to all its employees to assist it in implementing this policy ("the Health and Safety Policy") by exercising good sense and taking reasonable care for the health, safety and welfare of themselves and of other persons who may be affected by their acts or omissions at work and by co-operating so far as it is necessary to ensure that the general policy is effective.

To this end, r2p will provide such information, instruction, training and supervision as is necessary to ensure the health and safety of its employees at work.

Employees are also encouraged to put forward suggestions to their Manager to promote good standards of health and safety at work.

The health and safety responsible must be immediately notified of any incident in which damage is caused to r2p property, e.g. building machinery or to fellow employees, visitors and/or their personal effects.

Safety clothing and/or equipment may be supplied by r2p to certain employees. Where such clothing and / or equipment are provided, it is a condition of the Contract of Employment Statement that it is worn or used in the appropriate manner.

Where an individual or group is unclear of their responsibilities, or of the risks inherent in a task, or where a risk is clear but un-quantified a risk assessment must be undertaken using the Risk Assessment form and the recommendations coming out of that promptly applied.

Much of the risk in our work exists on Customers sites - we must ensure that we know and practice the health and safety policies operated by them, unless they are less stringent than ours, when ours will apply.