



Health and Safety Policy

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R & G Fluid Power Group Limited Policy

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OVERVIEW

1.1 R & G Fluid Power Group **Limited** (“**the Group**”) is comprised of 4 divisions operating in the fluid power industry. The divisions are Hydraulics, Industrial, Pneumatics and Seals. For a full list of the companies within the divisions follow this link [R&G Fluid Power Group Limited](#)

1.2 The Group recognises that the health, safety and welfare of employees, business partners and anyone else directly affected by the Group's operations are of prime importance. Proper attention to, and management of, health and safety issues are seen as an integral part of the culture, management, and success of Group activities, and critical to maintaining the highest levels of professional reputation with our clients. As such, health and safety are not a standalone process that is separate from the main activities of the Group – it forms part of the day-to-day responsibilities of every individual involved in undertaking work on behalf of the Group.

1. APPLICABILITY

2.1 This policy is applicable to all staff (including permanent and temporary employees, contractors, consultants, and 3rd party representatives) who act on behalf of the Group at every level of the Group's hierarchy, as well as visitors to the Group's premises.

2.2 **Customer Sites.** Where specific contracts require the Group to work at customer sites or under the customer's health and safety policies, we will do so and the regulations, processes and procedures mandated by the customer will take precedence. Group staff working on such projects will still be monitored and supported using this policy and our processes as appropriate. Should a Group member of staff be concerned that customer rules do not comply with legislation requirements, or that customer health and safety processes are being ignored, they are to bring it to the attention of local management or raise the matter with their Business Leader, or direct to the Head of Quality, Safety and Sustainability, who is the Group Health and Safety Representative.

2. PURPOSE

3.1 The purposes of the Health and Safety Policy are to:

- 3.1.1 Maintain safe and healthy working conditions.
- 3.1.2 Prevent accidents and causes of work-related ill health.
- 3.1.3 Identify and adequately control the health and safety risks arising from Group business activities.
- 3.1.4 Ensure all staff are competent to carry out their responsibilities and provide adequate health and safety training.
- 3.1.5 Communicate with staff on matters affecting their health and safety.

3. POLICY STATEMENT

The Group regards the management of health and safety as an integral part of a successful business. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our staff and others who may be affected by our operations. Our target is for zero accidents and zero work-related ill health to be achieved by applying best practice in health and safety management.

Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

Management, employees and business partners throughout the Group have a responsibility to read the Health and Safety policy and familiarise themselves with its

provisions. All staff, contractors and visitors are required to cooperate with the Group and colleagues in implementing the policy and shall ensure that their activities are without risk to themselves and others as far as is reasonably practicable.

The Group will provide appropriate training and make available competent health and safety advice together with adequate resources including time and money to ensure our legal obligations are met. Full index of all responsibilities and detailed policies can be found in the [HS Management Document May 24 \(003\)](#)

4. RESPONSIBILITIES

5.1 Ultimately, the responsibility and accountability for health and safety throughout the Group resides with the MD and the Directors of the Group through the Group's strategic decision-making forum, the Board. Day-to-day management of health and safety, together with guidance and advice is provided by the Head of Quality, Safety and Sustainability who is the Companies Health and Safety Representative and nominated competent person for the purposes of the policy. However, all staff are expected to adhere to and support the implementation of the policy. Specific responsibilities include:

5.2 The Responsibilities of the MD and the Leadership Team (LT):

- 5.2.1 Developing the Health and Safety policy, objectives and targets for the Group and the Divisions and ensuring that the correct organisational structure and resources are in place to support these goals.
- 5.2.2 Ensuring the importance of physical and mental health, safety and wellbeing and the commitment of top management to safe and healthy working conditions is communicated to all staff.
- 5.2.3 Promoting health and safety related policies and objectives in order to increase awareness, motivation and involvement.
- 5.2.4 Ensuring the appropriate processes and management systems are in place, implemented and monitored.
- 5.2.5 Ensuring risks and opportunities are managed as appropriate.
- 5.2.6 Periodically reviewing health and safety systems, in line with planned arrangements, to ensure they meet the intended results and improvements are made.

5.3. Head of Quality Safety and Sustainability:

- 5.3.1 Acting as the Group Health and Safety Representative and appointed competent person providing advice and guidance to management, staff, and visitors.
- 5.3.2 Assisting in the organisation, implementation, communication and reporting of health and safety matters.
- 5.3.3 Liaising with customer and third-party organisations where Group staff and representatives are contracted to operate at non Group sites.
- 5.3.4 Maintaining awareness of relevant legal requirements and industry standards.
- 5.3.5 Holding and undertaking adequate professional qualifications and training (NEBOSH Certificate as a minimum).
- 5.3.6 Ensuring all new staff are briefed on this policy on recruitment/induction.
- 5.3.7 Displaying a copy of this policy within every Group operated premises.

5.4 Managers:

All Group personnel with management responsibility are expected to be committed to implementing, developing and improving the health and safety of the Group by:

- 5.4.1 Promoting the importance of health, safety and wellbeing within their area of responsibility.
- 5.4.2 Identifying, managing and communicating health and safety risk within their area of responsibility.
- 5.4.3 Establishing effective departmental or project objectives, processes and procedures to align with strategic business health and safety objectives. Periodically analysing the effectiveness of these process and procedures.
- 5.4.4 Ensuring their team(s) have the resources required to meet their health and safety objectives and to report issues or shortfalls to senior managers when necessary.
- 5.4.5 Reporting, without delay, accidents, incidents or diseases to the Head of Quality, Safety and Sustainability and customer health and safety representative where applicable).
- 5.4.6 Implementing, in a timely manner, improvements or corrective actions when health and safety objectives are not reached, or it is identified they may not be reached if action is not taken.

5.5 **Team Members:**

All Group staff undertaking work on behalf of the Group are to be aware of the requirements of this policy and their responsibilities in complying with the relevant regulations and procedures (including where appropriate those applicable at customer sites). In particular, individuals:

- 5.5.1 Are to take reasonable care of the health and safety of themselves and others. They are legally responsible for their behaviour where it affects health and safety of others, and they can be charged and prosecuted for a failure to meet health and safety responsibilities.
- 5.5.2 Are to cooperate with management on health and safety matters and not interfere with items or processes provided to safeguard their health and safety.
- 5.5.3 Must report any work-related accident, incident, dangerous occurrence, or disease to an appropriate person without undue delay.
- 5.5.4 Shall demonstrate commitment to improving health and safety at work by identifying and reporting risks and issues.
- 5.5.5 Take responsibility for informing their visitors to Group premises of this policy.

5.6 **Visitors:**

- 5.6.1 Act in a manner conducive to safe working and in line with the Group's health and safety policies, procedures and instructions.

5. **RESOURCES**

- 6.1 The Group shall analyse internal and external requirements to determine the resources necessary to maintain and develop the health and safety environment. Resource issues should be discussed during normal management meetings and reviews. Personnel at all levels shall ensure they communicate any resourcing issues to allow management to make accurate and informed decisions. The Group will provide sufficient financial support and all other necessary resources for the full implementation of this policy.
- 6.2 Resourcing considerations may include, but not be limited to, the following areas:
 - 6.2.1 **People** – Ensuring there are enough suitably qualified and experienced personnel to enable health, safety and wellbeing measures are implemented effectively.

- 6.2.2 **Infrastructure** – Adequate provision of suitable buildings, furniture, tools, equipment, and welfare facilities.
- 6.2.3 **Environmental** – Consideration of human factor and wellbeing aspects.

6.3 **Training.** The Group shall provide staff with adequate health and safety training, information and instruction as is necessary to ensure, so far as reasonably practicable, the health and safety at work of these individuals, visitors and those who come into contact with the Group business activities. Training shall be provided prior to an individual starting in any workplace, whether on a permanent or temporary basis. Induction training will be conducted at both Group and Divisional level and the information provided will be appropriate to the level of training, knowledge and experience of the individual in question. Induction training is seen as the first step in providing health and safety information. Ongoing training needs will be identified at regular intervals and any necessary training, including refresher training, will be provided when required.

6. COMMUNICATION

7.1 This policy and its mandatory application will be communicated to all staff, visitors and interested parties. All Group policies, together with any related procedures, are published on the Group Intranet (S2B) and are available to all Group employees. Business partners and supply chains are to contact their Group point of contact in the first instance to obtain advice or copies of any health and safety documentation.

7.2 The Group will provide staff and visitors with relevant information on the risks to their health and safety identified by risk assessments together with any risks notified by other customers, contractors, employers or external agencies. Any preventative and protective control measures that have been adopted, as well as procedures for serious and imminent danger and danger areas will be communicated to relevant parties. The identity of fire wardens and other staff nominated to help in the event of an evacuation will also be communicated at each Group controlled site. Where individuals or groups require additional information, this will be provided.

7.3 Guidance and advice on health and safety matters shall be available from the Head of Quality, Safety and Sustainability, who is the Group Health and Safety Representative and nominated competent persons for the purposes of the policy.

7.4 There is no trade union recognised by the Group therefore all health and safety consultations will be conducted directly with employees. The Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply in these cases.

7. RISKS

8.1 The Group recognises that risk assessment is at the heart of good health and safety management. The Group shall ensure that hazards are identified, and that suitable and sufficient risk assessments are undertaken on business activities. Where possible, identified hazards will be eliminated; otherwise, the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of any significant findings of the risk assessments. The Group shall ensure that those undertaking the risk assessments are competent to do so and are provided with adequate time, resources, and support. Staff should report any hazards or potential hazards they discover so that remedial steps can be taken to reduce harm.

8. GENERIC HAZARDS

9.1 **Fire.** The Group takes fire safety responsibilities and obligations under the Regulatory Reform (Fire Safety) Order 2005 seriously and has published a separate policy Fire Safety Policy in order to outline the approach taken, minimise the risks associated with fire and provide a robust fire safety management framework. Fire risk assessments and emergency plans, including the

identity of fire wardens and other staff nominated to help in the event of an evacuation, shall be provided at all Group controlled premises.

9.2 **Smoking.** It is Group policy that all our workplaces are smoke-free, and all staff have a right to work in a smoke-free environment. The Group therefore enforces a dedicated smoke free policy, conforming to the requirements of the smoke-free legislation. Furthermore, the smoke free policy extends to the use of electronic cigarettes (e-cigarettes) which are similarly prohibited. Full details are contained in [Smoke Free Working Environment Policy](#).

9.3 **First Aid.** The Group is committed to providing appropriately trained first-aid personnel, equipment and facilities to deal with ill health and injuries to staff while they are at work. Emergency first-aid treatment can save lives and prevent minor accidents becoming major injuries. The Group shall provide first-aid personnel with sufficient training, information, and support to undertake their responsibilities. Details of first aid trained staff will be displayed at Group controlled premises.

9.4 **Work Equipment.** The Group shall take all reasonable steps to reduce health and safety risks from work equipment to staff and others who may be affected. The Group shall ensure that suitable, safe work equipment is provided and that it is maintained, tested, and inspected. Adequate information, instruction, training, and supervision shall be provided to ensure that work equipment is used in a safe manner and without undue risks to health. Staff shall make proper use of any equipment and systems of work provided for their safety. The organisation shall ensure that an assessment of the risks associated with the work equipment is conducted by a competent person.

9.5 **Personal Protective Equipment (PPE).** The Group shall provide and maintain suitable PPE when there are risks to the health or safety of staff that cannot be controlled by other means. The suitability of the PPE to be provided shall be established by an assessment and the equipment will be provided to staff free of charge. Where more than one item of PPE is required to be worn by staff, the Group will ensure that the items are compatible. The Group will provide adequate information, instruction, training, and supervision to ensure that personnel under their control understand the purpose of the PPE, the risks that it protects against, the way it should be used and the action to be taken to ensure that the equipment is maintained. Staff shall make proper use of PPE provided. Full details are contained in [PPE Policy](#)

9.6 **Display Screen Equipment (DSE).** The Group shall take all reasonable steps to ensure the health and safety of users of DSE. The Group recognises that risks associated with DSE are directly related to the type and layout of the workstation, the nature of the work and the physical and mental attributes of the person using the DSE. The Group will therefore provide all necessary information, training, and support to users to enable them to understand and manage these risks. The Group shall also ensure that suitable and sufficient DSE risk assessments are undertaken and, whenever possible, reduce all identified risks to as low as is reasonably practicable, this can be found on IHASCO our online training portal.

9.7 **Control of Substances Hazardous to Health (COSHH).** The Group shall ensure that health risks associated with hazardous substances are assessed and that exposure to substances hazardous to health is prevented, or, where this is not reasonably practicable, adequately controlled. The Group shall also ensure that those who undertake assessments in accordance with the Control of Substances Hazardous to Health Regulations 2002 are competent to do so. The Group shall provide suitable and sufficient information, instruction, training and supervision to staff regarding the control of substances hazardous to health and the associated hazards. Staff shall make proper use of any equipment and systems of work provided for their safety. The Group will take all reasonable steps to ensure that control measures are properly used. The Group shall

ensure adequate arrangements are in place to deal with accidents, incidents and emergencies related to the presence of substances hazardous to health in the workplace.

9.8 **Manual Handling.** The Group shall take all reasonable steps to reduce health and safety risks to staff from manual handling. The Group shall ensure that manual handling tasks that involve injury risks are avoided where reasonably practicable. Where it is not reasonably practicable to avoid these tasks, a suitable and sufficient assessment of the risks will be undertaken and identified risks will be reduced to as low as is reasonably practicable. The Group will also provide adequate information, instruction, training and supervision to staff regarding manual handling best practice. Staff shall make proper use of any equipment and systems of work provided for their safety.

9.9 **Travel by Car.** The Group shall take reasonable measures to reduce the risks to staff, other road users and the public resulting from driving. The Group takes a holistic view of the risks associated with travelling by car (including private vehicles used for Group business, company cars, hire vehicles and company operated vehicles), by considering both the skills required and behaviour while driving, with particular regard to those travelling long distances or during unsocial hours. The Group shall provide adequate information, instruction and training to staff. At all times while driving staff shall conduct themselves in accordance with the Group's procedures and shall use their own judgement to ensure that they reduce the risks to themselves and to others to as low as is reasonably practicable.

9.10 **Overseas Travel.** The Company will take reasonable steps to ensure the health, safety and welfare of staff when they travel overseas as part of our work. Advice on overseas travel will be obtained from the relevant Government bodies together with commercial sources. Where the risk is considered unacceptable, including where HMG advice is not to travel, staff will not be allowed to travel overseas as part of their work. Staff may refuse to travel overseas where there are reasonable grounds for them to do so. Whenever staff travel overseas, the Company will assess the risks involved and ensure that arrangements, including emergency arrangements, are in place prior to the travel. The Company will provide adequate information, instruction, and training to those working overseas. Staff shall notify the Company in a timely manner in advance of their planned overseas travel and make proper use of any equipment and systems of work provided for their safety, including the use of designated means of transport.

9.11 **Wellbeing.** The Company will put in place measures to minimise and manage risks to staff wellbeing, together with appropriate training and individual support. The Company will seek to foster a positive and healthy culture and take steps to encourage staff health and wellbeing.

9.12 **Health Surveillance.** The Company shall provide such health surveillance as is appropriate for the activities being undertaken by staff. Where it has been decided that health surveillance is appropriate, a health record shall be raised and maintained throughout the individual's employment, unless the risk to which the member of staff is exposed, and the associated health effects are rare and short term.

9.13 **Lone Working.** The Company shall avoid the need for staff to work alone where reasonably practicable. Where lone working is necessary, the Company will take reasonable steps to ensure the health and safety of staff. The Company shall ensure that a risk assessment is conducted and that arrangements are in place prior to staff working alone.

9. ACCIDENTS AND EMERGENCIES

10.1 The Company shall ensure adequate arrangements are in place to reduce, as far as is reasonably practicable, the risk of accidents and emergencies occurring and that a safe working environment is maintained.

10.2 **Reporting of Injuries.** All accidents, incidents, diseases and near misses shall be reported to the Company Health and Safety Representative through S2B. Where injuries or accidents occur at customer or third-party locations, full details shall be reported to that organisation in accordance with local site requirements but must also be passed to the Company Health & Safety Representative. All accidents will be recorded on S2B – (as a minimum) the date and details of each incident will be logged. The details of any work-related injury that requires more than 3 days off work shall be reported to both HR and the Head of QSS to ensure that the correct procedures are being followed, and shall be recorded and managed on PeopleHR.. The Company shall report all applicable accidents and diseases under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the relevant enforcing authority(s).

10.3 **Accident Investigation.** The Group shall investigate all accidents and near misses to determine their underlying cause for the purposes of ensuring that there is no recurrence and using the lessons learnt to improve health and safety performance within the organisation. The Group adopts a 'no blame culture' when investigating accidents for the purpose of improving health and safety performance. The type and level of the investigation shall be appropriate to the circumstances. Those involved in the accident investigation shall be competent to be so and will be provided with adequate training, information, and support. The investigation report shall provide a factual account of the accident, draw objective conclusions, and identify practical recommendations. Agreed actions shall be implemented within realistic timescales and tracked by the Group Health and Safety Representative and the MD. In the event of an external investigation by the enforcement authorities, customer or supply chain, full cooperation will be provided.

10. NON-COMPLIANCE

11.1 Any infringement of this policy or health and safety rules by an employee may result in disciplinary action, which will be dealt with in accordance with the Group's disciplinary procedure. Individuals are also reminded that they are legally responsible for their behaviour where it affects health and safety of others, and they can be charged and prosecuted for failure to meet health and safety responsibilities.

11.2 Visitors who act in a manner contrary to the Group Health and Safety policy, procedures or intent will be reminded of the behaviour required and asked to comply. If a visitor continues to refuse to cooperate or acts in an unsafe manner, they will be asked to leave the premises.

11. REPORTING

12.1 **Management Reporting.** Health and safety issues together with the performance of the Health and Safety system shall be discussed as part of business-as-usual practices. An overview of any health and safety related accidents, issues or near misses shall be collated by the Group Health and Safety Representative and included in monthly QSS Employee Engagement Group meetings. Significant incidents will be reported to the Leadership Team (LT) and Managing Director (MD) without delay.

12.2 **Individual Concerns.** If any staff member has a concern relating to a potential breach of this policy, it should be reported immediately to their line manager, Head of Division, Director, Head of Quality, Safety and Sustainability or direct to the MD. Alternatively the member of staff may report the matter under the Group Whistleblowing Policy if they believe the matter to be sufficiently serious.

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12. REVIEW

13.1 The Group will monitor the effectiveness of this policy and its general compliance within the Group. This policy will be kept up to date and amended to reflect any changes in legislation or applicable standards and guidelines. This policy will be reviewed at least annually.