

1	Summary	Health and Safety Policy			
2	Responsible person	Health and Safety Manager			
3	Accountable ELT member	Chief Executive			
4	Applies to	All staff, students, subsidiaries, Stakeholders, sub-contractors, contractors and all other parties the Group engages with			
5	Groups and/or individuals who have overseen development of this policy	Health and Safety Team Executive Director of Corporate Services Information Governance Team			
6	Groups which were consulted and have given approval	Information Governance Estates			
7	Equality impact analysis completed	Policy Screened	<input checked="" type="checkbox"/>	Template completed	<input checked="" type="checkbox"/>
8	Date of final approval	08/11/2022			
9	Version	2.2			
10	Available on	Meta Compliance	<input checked="" type="checkbox"/>	Website	<input checked="" type="checkbox"/>
11	Related documents				
12	Disseminated to	All directly employed RNN Group staff RNN Group subsidiary organisations RNN Group sub-contractors, contractors and other relevant parties RNN Group learners			
13	Date of implementation	08/11/2022			
14	Date of next formal review	08/11/2023			

Document Control

Date	Version	Action	Summary of changes
11/12/2020	2.0	Major policy revision	Re-write of original documentation
13/02/2022	2.1	Policy Review	Appendix B updated

8/11/2022	2.2	Policy Review	Appendix B removed, minor amendments
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Policy Sections

1. Introduction

- 1.1** The RNN Group (hereinafter referred to as ‘the Group’) recognises and accepts its Health and Safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers and other visitors to its premises (as defined in 4.1 below) under the Health and Safety at Work Act 1974 (HASAW), Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.
- 1.2** It is the policy of the Group to promote the health and safety of all of those who attend upon the premises of the Group (‘the Premises’) and to that intent to:
- a) Take all reasonably practicable steps to safeguard the health, safety and welfare of all Personnel and Stakeholders on the Premises;
 - b) Provide adequate working conditions with proper facilities to safeguard the health and safety of Personnel and other Stakeholders and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
 - c) Encourage Personnel and other Stakeholders on the Premises to co-operate with the Group in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
 - d) Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
 - e) Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
 - f) Provide sufficient information, instruction, training and supervision to enable Personnel and other Stakeholders to avoid hazards and contribute to their own safety and health;
 - g) Provide specific information, instruction, training and supervision to Personnel who have particular health and safety responsibilities (eg, a member of the Health and Safety Team or Representative);
 - h) Make, as reasonably practicable, safe arrangements for protection against any foreseeable risk to health and safety of the general public or other persons that may arise from the activities of the Group;
 - i) Make suitable and sufficient assessment of the risks to the health and safety of Personnel and other Stakeholders of the Group arising out of or in connection with the Group’s activities;
 - j) Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
 - k) Provide information to other employers of any risks to which those employer’s workers on the Group’s Premises may be exposed.
- 1.3** The Group also recognises the importance of safety, health and welfare in the successful operation of all its activities. It believes in the active participation of every person within the organisation in order to achieve and maintain the highest practicable standard of accident and ill health prevention and therefore relies on the initiative, teamwork and full co-operation at all levels of Personnel and other Stakeholders.
- 1.4** Certain named individuals and groups within the Group have specific responsibilities as set out in this Policy document; however, every member of the Group’s Personnel has general responsibilities towards Health and Safety and is expected to make their own

commitment to carrying out the provisions within this policy. In the interests of the health, safety and welfare of all its Personnel, Stakeholders and of any other persons who may be affected by its activities, the Group commits itself to the implementation of the HASAW.

2. Policies statement (Health and Safety at Work Act 1974)

2.1 *"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees".*

This duty extends, so far as is reasonably practicable to provide:

- a) Safe equipment and systems of work.
- b) Safe use, handling, storage and transport of articles and substances.
- c) The provision of any necessary information, instruction, training and supervision.
- d) Safe place of work with safe means of access and egress.
- e) Safe working environment with adequate welfare facilities.

2.2 *"It shall be the duty of every employee whilst at work to:"*

- a) Take reasonable care for his/her own health and safety.
- b) Take reasonable care for the health and safety of anyone who may be affected by his/her acts or omissions.
- c) Co-operate with his/her employer or any other person to enable legal obligations to be met.

2.3 *"No person shall interfere with or misuse anything provided for health, safety or welfare under statutory provisions"*

- a) Any employer or employee who endangers the health and safety of any other person is liable to prosecution, irrespective of whether his/her conduct is in breach of any specific rule or not.

3. Scope of this policy

3.1 The purpose of high standards of Health and Safety are to eliminate or reduce the potential for accidents and occupational ill health, to the Group's Personnel, Stakeholders and other persons who may be affected by the Group's activities.

3.2 Health and Safety by its very nature involves and affects every member of the Group's Personnel and Stakeholders as well as visitors to the Premises.

3.3 The Group also wishes to develop a good Health and Safety culture with full participation of its Personnel, Stakeholders, visitors, etc. as well as with those external agencies with which it works.

4. Who this policy applies to

- 4.1 This Policy and procedure shall apply to all employees including “designated senior post holders” as defined in the Corporation’s Articles of Governance and those newly appointed and in their probationary period. It shall also apply to all RES employees and workers, external agency staff, contractors, volunteers, student teachers and those undertaking work experience (collectively referred to as ‘Personnel’) together with all learners, sub-contractors, stakeholders, contractors and any other parties engaged with by or on behalf of the Group and all other persons or visitors to the Premises of the Group who may be affected by the acts or omissions of the Group (collectively referred to as ‘Stakeholders’).

5. Specific information for visitors and independent contractors

- 5.1 This Policy applies to visitors and to professionals who are not directly employed by the Group, all recommendations with specific relevance or reference to the Personnel of the Group are also applicable to visitors and contractors engaged with by the Group for whatever purpose.
- 5.2 Upon arrival at any of the Group’s sites, all visitors should be met by, or directed to an appropriate representative of the Group. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during any emergency or arrange help for them in the event of an accident.
- 5.3 Upon arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure. This record will be situated at the main reception for visitors to either the Rotherham Campus, North Nottinghamshire Campus, Dearne Valley Campus, Retford Post 16 Centre, National Fluid Power Centre and University Centre Rotherham. In the case of visitors to the Rawmarsh Road site, sign-in should be completed by way of the Sign In app via the visitor’s smartphone in the office situated within Unit 1 of the site. In the case of visitors to the Idle Valley site contractors should complete sign-in by way of the Sign In app via the contractor’s smartphone when initially meeting the site manager or duty officer on site.
- 5.4 Visitors to, and contractors working on or in any Group Premises should report any concerns relating to their own safety or suspected unsafe working practices to whomever they are in contact with as a representative of the Group who will investigate and report to the appropriate Health and Safety representative for the Group.

6. Roles and responsibilities

6.1 The **CHIEF EXECUTIVE OFFICER/PRINCIPAL** of the Group is responsible for:-

- a) The Group’s compliance with its legal requirements under health and safety legislation by ensuring that the Health and Safety organisation and arrangements are carried out effectively.

- b) Ensuring that key personnel in the Group's safety structure know and accept their individual responsibilities relating to health, safety and welfare and have received the necessary information, instruction and training to carry out their duties.
- c) Ensuring that adequate financial resources are allocated for the needs of health, safety and welfare within the Group.
- d) Approving revisions to the Health and Safety Policy as necessary and ensuring such revisions are brought to the attention of all of the Group's Personnel.
- e) Advising the Board of Governors of any concerns relating to health, safety and welfare that cannot be dealt with satisfactorily at a lower level.
- f) Consulting with both trade union and employee representatives, as appropriate, on health, safety and welfare issues.
- g) Consulting with Group's staff on health, safety or welfare matters that cannot be dealt with satisfactorily at a lower level in conjunction with the Health and Safety Manager.
- h) Ensuring that health and safety has a high profile within the Group and that all Personnel recognise the importance of maintaining high standards of health and safety.
- i) Ensuring that the Group complies with its legal duties under the Regulatory Reform (Fire Safety) Order 2005. The CEO/Principal is the named 'Responsible Person' for fire safety as required under this Order.

6.2 In addition to their duties as a member of the Executive Leadership Team, **EXECUTIVE DIRECTOR OF FINANCE** of the Group is also responsible for:-

- a) Ensuring consultation with the Group's Health and Safety Team and Head of Estates at the concept/design stage of any proposed construction, or major refurbishment project of the Group's Premises to identify and address any health and safety issues.
- b) Ensuring that the Group's Health and Safety Team and Head of Estates are consulted at the appropriate time within the tender/contract procedure of any proposed construction, or major refurbishment or project within the Group's Premises to ensure health and safety issues have been satisfactorily addressed.
- c) Ensuring that any construction, building maintenance or refurbishment of the Group's premises is carried out in a manner that does not compromise the health, safety and welfare of Personnel, Stakeholders or visitors and that, where necessary, it complies with the appropriate Health and Safety legislation.
- d) Ensuring that the Head of Estates and their team fulfil their responsibilities identified in this policy.

6.3 The **CAMPUS MANAGERS** of the Group are responsible for:-

- a) Ensuring arrangements for the implementation of the Health and Safety Policy, and subsequently reviewing its effective application, throughout their campus are met.
- b) Ensuring that the Personnel on their campus know and accept their individual responsibilities relating to health, safety and welfare and have received the necessary information, instruction and training to carry out their duties.

- c) Ensuring that all relevant health and safety information is available to all Personnel on their campus
- d) Ensuring, as far as is reasonably practicable, that any goods or services procured by their campus do not compromise the health, safety and welfare of Personnel, Stakeholders or visitors.
- e) Ensuring that in any negotiations for new business opportunities that the responsibilities for compliance with Health and Safety legislation are clearly defined and understood by all the parties concerned.
- f) Advising the Chief Executive Officer/Principal of any concerns relating to health, safety and welfare that cannot be dealt with satisfactorily at a lower level.
- g) Ensuring that adequate financial resources are allocated for the needs of health, safety and welfare throughout their areas of responsibility.
- h) Ensuring that health and safety has a high profile throughout their area and that all Personnel recognise the importance of maintaining high standards of health and safety.

6.4 In addition to his/her duties as a member of the Executive Leadership Team the **EXECUTIVE DIRECTOR OF HR, OD AND MARKETING** of the Group, is also responsible for:-

- a) Ensuring that role descriptions include the health and safety responsibilities of the post.
- b) Consulting with both trade union and employee representatives, as appropriate, on health, safety and welfare issues.
- c) Organising any employee health surveillance measures that are identified as being required.

6.5 The **CURRICULUM MANAGERS** and **BUSINESS SUPPORT MANAGERS** of the Group are responsible for:-

- a) Ensuring that Group health and safety Policies and Procedures are properly communicated, promoted and implemented across their areas of responsibility.
- b) Ensuring that the Personnel in their areas know and accept their individual responsibilities relating to health, safety and welfare and have received the necessary information, instruction and training to carry out their duties.
- c) Upon the advice and guidance of the Health and Safety Manager, ensuring that all plant and equipment is correctly installed, guarded, used, tested and maintained as required. Any defective equipment is removed from service and reported to the appropriate person. Making the necessary arrangements for any equipment that requires statutory inspection and certification e.g. lifting equipment, local exhaust ventilation equipment.
- d) Upon the advice and guidance of the Health and Safety Manager, ensuring that suitable and sufficient risk assessments (including but not limited to COSHH, Manual Handling, Noise, DSE, etc. as well as general risk assessments) are systematically carried out, recorded and reviewed as appropriate in their areas of responsibility.

- e) In conjunction with the Health and Safety Manager, ensuring that safe systems of work are developed, recorded and made available to the appropriate staff and students for all the tasks undertaken in their areas that present more than an insignificant risk of injury.
- f) Advising the Senior Leadership Team of any concerns relating to health, safety and welfare that cannot be dealt with satisfactorily at a lower level.
- g) Ensuring that health and safety has a high profile throughout their areas and that all Personnel recognise the importance of maintaining high standards of health and safety.
- h) Liaise with the Estates team when commissioning any works that fall under The Construction (Design and Management) Regulations 2015 (CDM 15) Regulations.

6.6 The HEAD OF ESTATES of the Group is responsible for:-

- a) Ensuring that the Group premises are kept clean, secure and well maintained such that the health and safety of Personnel, Stakeholders and visitors is not compromised.
- b) Maintaining Group services (including temperature, lighting, ventilation, drinking water etc.) in a manner that ensures the health and safety of Personnel, Stakeholders and visitors is not compromised.
- c) Ensuring compliance with all fire safety policy, procedures and safe practices. Whilst ensuring that these comply with the appropriate legislation. Ensure that all necessary records are checked and maintained in relation to fire safety.
- d) Managing compliance with Electricity at Work Regulations 1989.
- e) Ensuring that there is a system by which the fleet of Group vehicles is maintained, inspected and tested to a suitable schedule, and records kept, so that the health, safety and welfare of Personnel and Stakeholders using the vehicles is not compromised.
- f) Ensuring that any construction, building maintenance or refurbishment of the Group premises is carried out safely and in line with The Construction (Design and Management) Regulations 2015 (CDM 15) Regulations.
- g) Ensuring that contractors are made aware of any hazards which they are likely to encounter whilst working on the Group's premises (asbestos, fragile roofs etc.).

6.7 The HEALTH AND SAFETY MANAGER of the Group is responsible for:-

- a) Advising the Chief Executive Officer/Principal on current Health and Safety legislation and its requirements, to ensure that the Group complies with its statutory duties.
- b) Liaising with the Group's Management, Safety Representatives, and other Personnel as appropriate, to offer advice, information and support on Health and Safety.
- c) Consulting with external bodies (e.g. HSE) on Health and Safety matters.
- d) The regular review, and revision where necessary, of the Health and Safety Policy (and such other Policies as are from time to time deemed relevant) with regards to the

organisation and responsibilities for ensuring good levels of Health and Safety management throughout the Group in conjunction with the Chief Executive Officer/Principal.

- e) Taking appropriate action to deal with any circumstances that they deem to be of immediate danger or risk to anyone's Health and Safety.
- f) Encouraging joint consultation and participation of Group's Personnel and Stakeholders in developing positive and progressive methods for promoting Health and Safety throughout the Group.
- g) Carrying out Health and Safety Audits of each Curriculum or Business area to ensure the premises are free from hazards and that all Health and Safety systems and procedures are operating effectively.
- h) Accompanying Employee Safety Representatives, when requested, in carrying out Health and Safety Inspections to ensure all health and safety standards are in place.
- i) Leading on the investigation of accidents and other dangerous occurrences to establish the causes prior to recommending remedial action to prevent recurrence.
- j) Keeping Accident Records/Statistics up to date and responsible for reporting to the HSE all relevant accidents, diseases and dangerous occurrences that fall under the scope of RIDDOR within time limits set.
- k) Providing advice, following a request from any Personnel for information, on any health, safety or welfare matter.
- l) Ensure that Work Based Learning Health and Safety Checks have been carried out.
- m) Organising administrative systems to ensure first aid requirements are adequately resourced and managed effectively.
- n) Establishing, in collaboration with trade union representatives and/or employee representatives, a system for routine Health and Safety inspections of the Group's Premises and systems.

6.8 ALL PERSONNEL AND STAKEHOLDERS of the Group are responsible for:-

- a) Taking reasonable care for the health, safety and welfare of themselves and others who may be affected their acts or omissions.
- b) Supporting and co-operating with the Group's Management in their efforts to fulfil their statutory duties under health and safety legislation.
- c) Working in accordance with information and training provided by the Group or other appropriate external agencies or bodies.
- d) Reporting all accidents and other dangerous occurrences immediately using the Group's accident reporting system. With the Health and Safety Team to use this information and reporting to produce reports, forward to the Executive Director of

Finance, Executive Leadership Team and Board of Governors and its Committees as appropriate.

- e) Reporting any defect(s) that could compromise health, safety and welfare through their tutors, line management or to the Health and Safety Manager.
- f) Not interfering with anything provided in the interests of health, safety and welfare.
- g) Promoting and sharing, where appropriate, good health and safety standards and practices with fellow Personnel and Stakeholders.

6.9 The **TRADE UNION / EMPLOYEE SAFETY REPRESENTATIVES** of the Group are responsible for:-

- a. Investigating, where appropriate, the cause of accidents, hazards, dangerous occurrences and notifiable diseases in the Group.
- b. Investigating health, safety and welfare complaints from the Group staff they represent.
- c. Making representation, to the Health and Safety Manager in the first instance, about any concerns arising from Health and Safety investigations carried out or on general matters affecting health, safety and welfare within the Group.
- d. Inspecting copies of any relevant Health and Safety documentation that the Group has a statutory requirement to keep e.g. RIDDOR report forms.
- e. Carrying out, when appropriate, Safety Inspections of the Group as a member of the Group's Safety Inspection Team.
- f. Attending meetings of the Group Health and Safety Committee in their capacity as a Safety Representative.

6.10 Trade Unions, recognised by the Group, will elect Safety Representatives to carry out Health and Safety duties under the Safety Representatives and Safety Committee Regulations 1977.

6.11 Personnel not represented by a Trade Union (as above) can consult management on Health and Safety matters, either directly or by electing Employee Safety Representatives, under the Health and Safety (Consultation with Employees) Regulations 1996.

6.12 The **HEALTH AND SAFETY COMMITTEE** is responsible, in general terms, for advising the Chief Executive Officer/Principal on all arrangements and procedures necessary for the implementing and monitoring of an effective Health and Safety Policy, in compliance with the Health and Safety at Work Act and all other relevant legislation by:-

- a) The promotion of co-operative activity for the prevention of accidents.
- b) Considering and advising on emerging matters of Health and Safety within the Group.
- c) The dissemination of good Health and Safety practices to all Group Personnel and Stakeholders.
- d) The consideration of recent Group accident statistics and any subsequent

recommendations for action, including proposals for changes to Health and Safety systems.

- e) Referral, to the Health and Safety Management Group of any concerns relating to health, safety and welfare that cannot be dealt with adequately by this committee.

6.13 The Group's Health and Safety Committee will meet regularly, at least once per half term, to monitor and review Health and Safety practice.

6.14 The **HEALTH AND SAFETY MANAGEMENT GROUP** is responsible, in general terms, for advising the Chief Executive Officer/Principal on the implementation of systems and procedures necessary for the effective management of health and safety throughout the Group. It will achieve this by:-

- a) Regularly reviewing the effectiveness of Health and Safety systems and procedures and amending them as necessary.
- b) Monitoring the effectiveness of the Organisation and Responsibilities for Health and Safety contained within the Group Health and Safety Policy (and such other Policies as are from time to time deemed relevant) and amending them as necessary.
- c) The promotion of an effective Health and Safety culture throughout the Group.
- d) Considering, and advising on, emerging matters of Health and Safety within the Group, including those that have been referred from the Health and Safety Committee.
- e) Establishing good Health and Safety practices, including emergency procedures, to ensure the health, safety and welfare of all Personnel, Stakeholders and visitors and that all relevant parties are aware.
- f) Examining Safety Inspection Reports, Safety Audit Reports and other Health and Safety related reports to monitor how effectively the Group's Health and Safety management systems are operating.
- g) Reviewing any changes to Health and Safety legislation, including the introduction of new legislation, and ensuring compliance is achieved by existing Health and Safety systems and procedures being amended or new systems being introduced.

6.15 The **BOARD OF GOVERNORS (GOVERNING BODY)** of the Group is responsible for:-

- a) The Governing Body of the Group accepts overall responsibility for health, safety and welfare at all centres of Group operation.
- b) The Governing Body of the Group will ensure that adequate resources are allocated to allow it to comply with its legal requirements under Health and Safety legislation.
- c) The Governing Body will ensure that adequate finance is available to enable the Health and Safety Policy to be fully implemented throughout the Group.
- d) The Governing Body will decide on the most appropriate course of action to deal with any concerns relating to health, safety and welfare that have been referred to it from a lower level.

- e) The Governing Body will continually monitor health and safety reports (e.g. Health & Safety Management Group Minutes, Accident Statistics, etc.) to ensure health and safety issues are being dealt with satisfactorily.
- f) The Governing Body delegates strategic responsibility for Health and Safety to the Chief Executive Officer/Principal.

7. Consultation

- 7.1 Consultation helps to secure the support and experience of all relevant individuals and groups. It is vital to the success of the implementation of any policy that the expertise and experience of all relevant parties has been considered, particularly those who will be expected to implement the requirements. All Group Personnel are therefore encouraged to provide feedback on this Policy so that it can be improved upon.

8. Monitoring

- 8.1 There is a requirement as part of Personnel induction to ensure that Personnel are made aware of the importance of policies and procedures and their adherence to them.
- 8.2 The Chief Executive Officer/Principal has overall responsibility for ensuring that the Group has appropriate policies in place and that these are disseminated to staff.
- 8.3 Individual roles and groups referenced within this policy will take responsibility for overseeing the implementation of policies within their areas of responsibility.
- 8.4 The Group's managers are expected, as part of their management role, to refer regularly to policies and related procedures through their local induction processes, communication lines, staff meetings and appraisal processes and to ensure that their Personnel are familiar with Group policies and abide by details that are stipulated within.
- 8.5 Key Performance Indicators will be used to monitor the effectiveness of this Policy. These will include complaints, claims and incidents to identify where failure to comply with the Policy may have impacted on service delivery

9. Training

- 9.1 All Group Personnel are expected to complete mandatory training whilst employed by the Group, this may include legislated or Group determined training and may be amended from time to time to reflect changes in working practice.
- 9.2 Some contractors may be expected to undertake Group specific training prior to any works commencing throughout the various Group's centres of operation.

10. Dissemination and implementation

10.1 This Policy will be made available to all Personnel on the Group's policy delivery platform and on the primary web site within the Information Governance section for dissemination and transparency of Group operations to the general public.

11. Review

11.1 All Group policies are subject to specific minimum review periods and this is stated on the document control header.

12. References

12.1 No references are provided for this policy.

Appendix A

HEALTH & SAFETY AT WORK etc. ACT 1974 GENERAL POLICY STATEMENT

In accordance with the requirements under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is the policy of the RNN Group, under the direction of the Chief Executive Officer/Principal, as far as is reasonably practicable, to:

1. Provide and maintain a safe and healthy environment for all the Group's Personnel, Stakeholders, visitors and outside contractors whilst on Group premises;
2. State in writing to all Group's Personnel and Stakeholders their appropriate responsibilities to ensure the health, safety and welfare of persons and to prevent property damage;
3. Provide a safe system of work and study by ensuring that adequate information, instruction, training and supervision is given to staff and students as appropriate;
4. Encourage joint consultation and participation in improving health, safety and welfare standards between the Chief Executive Officer/Principal and Group's Personnel and Stakeholders through the Group's Health & Safety Committee and other such bodies as may be appropriate;
5. Comply with the requirements of safety legislation papers, reports and approved Codes of Practice;
6. Ensure that reasonable steps are taken to prevent accidents and work-related ill health;
7. Arrange for the safe use, handling, storage, disposal and transport of all substances and equipment;
8. Monitor the effectiveness of the Group's Health and Safety Policy, revise as necessary and bring to the attention of the Group's staff any such revisions;
9. Appoint competent persons;
10. Have adequate arrangements in place for ensuring the safety of Personnel, Stakeholders and visitors should an emergency situation arise e.g. fire.

If the aims of the policy are to be achieved in practice it requires the support and co-operation of all Group Personnel to fulfil the contents and spirit of the policy, to the best of their ability.

Under the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999, it is the responsibility of all Group Personnel to assist and co-operate in ensuring that the highest standards of Health, Safety and Welfare are not only set, but are fully maintained throughout the Group.

Signed:



J Austin
RNN Group Chief Executive Officer/Principal
Date

