



Rapid Heat Systems Ltd

POLICY

ON

HEALTH, SAFETY
& ENVIRONMENT

Rapid Heat Systems Ltd

Health, Safety and Environment Policy Document

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Rapid Heat Systems Ltd

Policy on Health & Safety

We as Rapid Heat Systems Ltd recognise that our people are key to the success of our business and are fully committed to ensuring their health, safety and welfare whilst at work.

In implementing a Health and Safety policy, we aim to create a safe and healthy working environment this is free from risk and promote a positive and proactive safety culture throughout the company.

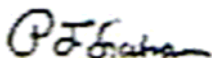
In implementing our policy, our aims are to:

- ✓ Eliminate all work related injuries and potential ill health by identifying the hazards and controlling the risks.
- ✓ Positively promote the health and wellbeing of our employees via healthcare policies and strategies.
- ✓ Minimise any financial losses which may arise from avoidable, unplanned events.
- ✓ Demonstrate our commitment to continuously improve our standards from training and best practice work methods.

We will

- ✓ Ensure at all times that we are fully compliant with current health and safety legislation.
- ✓ Ensure that our policy and health and safety management systems is reviewed annually.
- ✓ Work on the principle that all work related injuries and incidents are preventable.
- ✓ Actively promote with all employees and contractors, the high standards of safety, discipline and individual accountability that our business demands.
- ✓ Ensure that all employees have the necessary skills, knowledge and support they need to carry out their duties to the highest standard of health and safety.
- ✓ Actively promote employee co-operation, participation and collaboration in measures to improve health and safety standard and performance.
- ✓ Require that all contractors and visitors apply health and safety standards that are fully consistent with our own.
- ✓ Keep all employees, contractors and visitors fully informed of known potential hazards that might affect them or the public at large.

Signed and Dated:

A handwritten signature in black ink, appearing to read "P. Graham".

1st June 2009

Paul Graham
Managing Director

Rapid Heat Systems Ltd

Environmental Policy

RHS are based at Dragon Works, Chester Road, Saltney, Chester. The company is a supplier of Industrial Heating Systems. We offer a complete service to construction and engineering companies.

We recognise that in doing so we have an effect on the environment. In order to reduce this environmental impact to a minimum RHS is developing an Environmental Management System.

It is our policy to work with manufacturers to reduce the waste materials such as packaging i.e. Cardboard and Paper, minimise the time and money spend on packaging procurement, minimise the risk of product failure, reduce environmental hazards and cut recycling costs.

We promote the reuse and recycling of materials.
We will adopt an environmental sensitive purchasing policy.
We will provide all our employees with environmental awareness training.

Progress against these environmental improvements objectives will be monitored and reviewed as part of our management system.

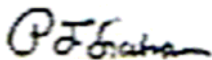
By reviewing our activities on a annual basis, we will measure our improvement and put in place appropriate targets to continue that improvement.

RHS are committed to complying with relevant legislation and where possible we aim to do better.

We are committed the prevention of pollution. This policy is communicated to all staff in RHS and is available to all interested stakeholders.

The management of RHS are committed to providing adequate financial and human resources to ensure this process if reviewing, monitoring and continual environmental improvement takes place.

Signed and Dated:

A handwritten signature in black ink, appearing to read "P. F. Gahan".

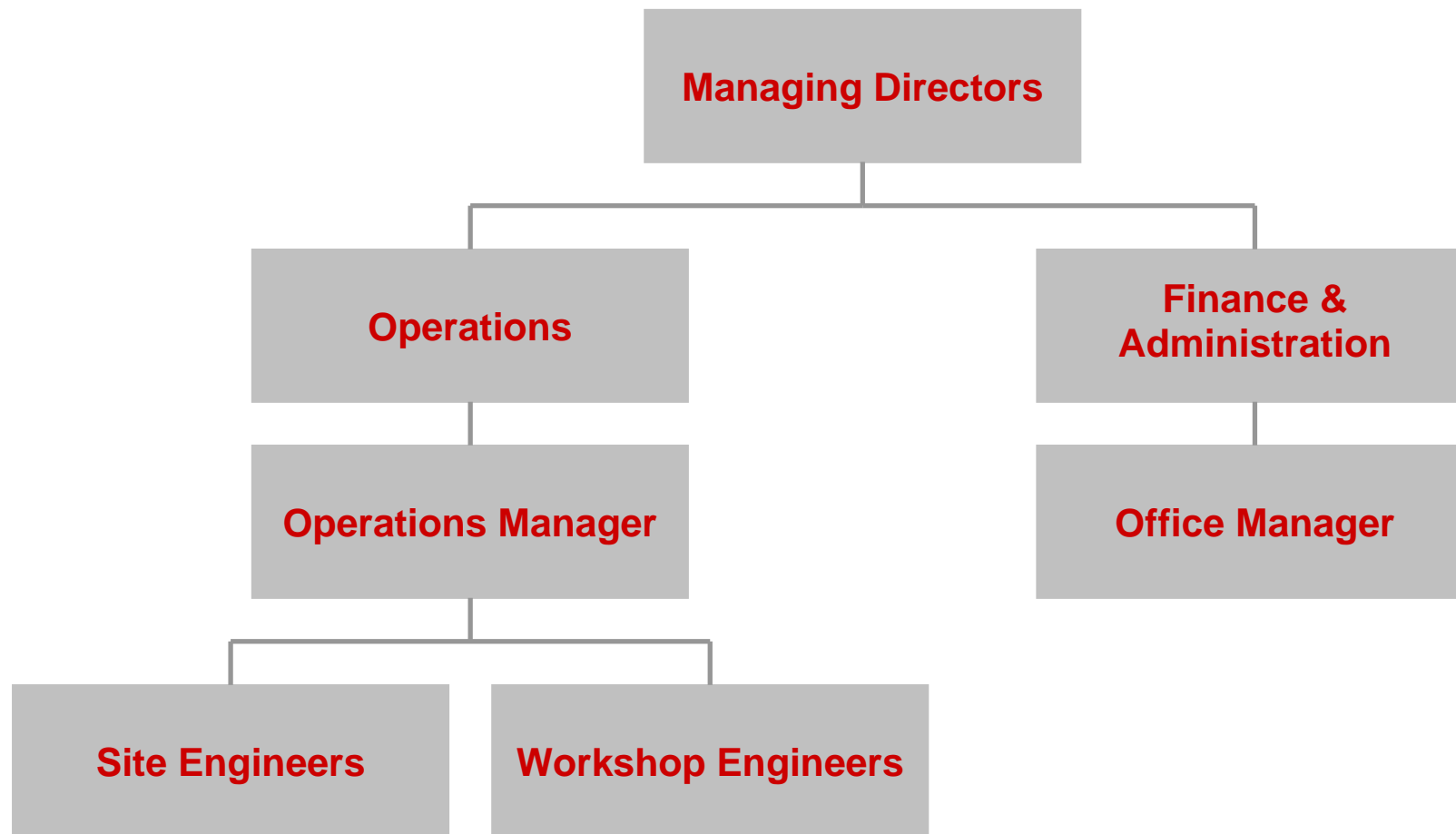
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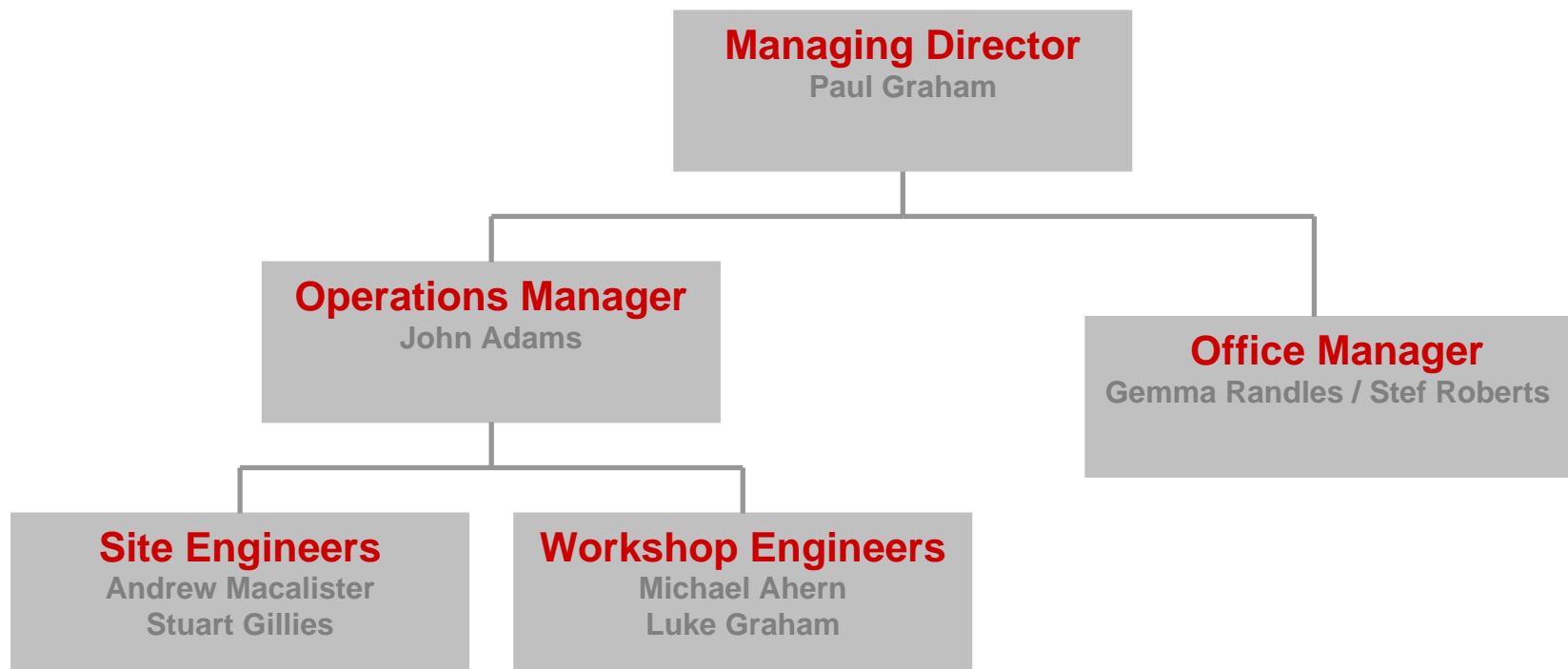
ORGANISATION CHART





Rapid Heat Systems Ltd

COMPANY STRUCTURE



DUTIES AND RESPONSIBILITIES

MANAGING DIRECTOR RESPONSIBILITIES

The Managing Director has overall responsibility for health, safety and the environment at work.

He is responsible for:

- Developing Health and Safety policy.
- Setting performance standards and key performance objectives.
- Organising and planning for the successful delivery of our policy.
- Measuring and monitoring standards, performance and compliance with the policy.
- Ensuring that the policy and policy arrangements are subject to regular audit and review.
- Ensuring that RHS meets all its statutory duties, including those laid down by 'The Health & Safety at Work Act, 1974' and 'The Management of Health & Safety at Work Regulations, 1999'.

He will, so far as is reasonably practicable, ensure that:

- He receives regular reports from the Health & Safety Manager on current health and safety performance and programmes and strategies, including details of current accidents and injuries, injury statistics, near-miss reports, dangerous and potentially dangerous occurrences, staff training and competence etc.
- Suitable arrangements are in place for the maintenance, repair and upkeep of the building and all associated services and facilities at RHS.
- The premises fully meet current statutory requirements, including Fire Safety and the Workplace Health, Safety and Welfare Regulations, 1992.
- Suitable procedures and schedules are in place for the routine and statutory, examination, testing, inspection, maintenance and repair of all systems, machinery and equipment within RHS.
- A suitable and sufficient number of competent persons are appointed to assist him.

The Managing Director will receive regular safety reports from all Managers and will call for approved, new programmes and the amendment of site rules, regulations and procedures as and when necessary.

MANAGERS RESPONSIBILITIES

Line Managers are required to 'lead by example' and actively promote within their own departments a positive health and safety culture by engaging the interest, co-operation, support and commitment of all employees under their direct control.

- Line Managers are further required to ensure that:
- The Health and Safety policy is fully implemented within his/her department.
- All activities within his/her department do not constitute a risk to health, safety or the environment.
- The company's rules are understood and observed by all departmental staff, contractors and visitors.
- All potential hazards within his/her department are identified.
- Suitable and sufficient risk assessments have been carried out by appointed competent persons and appropriate levels of control selected and implemented to eliminate the risks or reduce them to the lowest practicable level.
- Where necessary he/she participates in the investigation of injuries, incidents and near misses within his/her department and ensures that appropriate remedial action is taken to prevent any recurrence.
- Departmental staff (including consultants, contractors and trainees) are suitably trained to apply best safety practices and carry out their duties to the highest standard.
- The company's Stress Management and Health Care policies are fully implemented within his/her department.

HEALTH AND SAFETY PERFORMANCE MONITORING ARRANGEMENTS

As stated in the 'Organisation' section, the Managing Director is responsible for setting policy and performance standards and for keeping the Board fully informed on progress. The Manager's will assist him by ensuring that RHS operate a health and safety management system that is fully consistent with HS (G) 65.

The active and reactive systems he will use for measuring and monitoring compliance compromise:

- Monthly internal health and safety quality auditing.
- Monthly Safe Visits by the Managing Director plus a nominated member of staff.
- Quarterly workplace safety inspections.
- Ad-hoc safety tours by the Managing Director, Training Manager and Manager.
- Accident, injury and incident recording and investigations and performance monitoring.
- Staff sickness absence monitoring and trend analysis.

HAZARD AWARENESS AND RISK ASSESSMENT

The main hazards within RHS are:

- Electrical supplies (415V and 230V)
- Instrument air (7.5 bar pressure)
- Chemicals and Substances (albeit in small quantities)
- Gas, Arc Welding and Burning Operations
- Machinery
- Manual Handling
- Materials Handling
- Overhead Cranes

In quantifying the risks, RHS is committed to the protection of all staff and non-employees.

In accordance with the statute law, all significant hazards have been identified and suitable and sufficient Risk Assessments carried out by trained, competent persons nominated by the Managing Director.

In quantifying the risks, suitable preventative and protective control measures have been selected following the hierarchy of control to eliminate the risks or reduce them to the lowest practicable level.

All assessments are reviewed annually, or sooner where work methods are changed or new substances introduced. It is also our policy to automatically review existing risk controls as part of our investigations into or near-miss incidents.

SAFETY TRAINING

RHS is committed to ensuring that staff and learners have the necessary skills and support they need to carry out their duties to the highest standard of health and safety.

Line Managers and the Managing Director will carry out a training needs analysis as part of their six monthly and annual review process with a view to ensuring that staff competencies are continuously maintained and further developed. The delivery of training will then be planned and budgeted for by the Managing Director.

Records of training and qualifications achieved are kept in individual staff training files and entered onto the Staff Skills Training Matrix.

FIRE AND OTHER EMERGENCIES

Dragon Works has been exempted from the need to have a Fire Certificate. The premises are fully compliant with current Fire Precautions legislation. Fire Risk Assessments have been carried out and are reviewed at least once per year.

Emergency procedures are well established and sufficient number of trained and certificated Fire Wardens and Deputies appointed. Most members of staff have also received basic training in fire prevention and fire fighting.

Fire alarms are tested weekly, whilst at least two fire and emergency drills are held per year.

The premises are well equipped with a modern fire detection system, emergency lighting and a suitable and sufficient number of fire extinguishers. All systems are subject to regular and statutory test and inspection. Records are maintained by the QA Manager.

All statutory duties, as is required under current Fire Safety Legislation have been fully met.

FIRST AID FACILITIES

First Aid Boxes are available for use by a total of 2 qualified First Aiders, all of whom have been trained and certificated by St. John's Ambulance in accordance with the First Aid at Work Regulations 1981.

The names and locations of the nominated First Aiders are given to all staff and visitors during safety induction along with our accident and incident reporting procedure.

ENVIRONMENTAL POLICY

RHS is committed to protecting the environment and in conducting our activities will Pro-actively seek to minimise waste and conserve energy.

The activities carried out at RHS do not constitute an environmental hazard since only very small quantities of hazardous substances are stored and used – all of which have been subject to detailed assessment under the C.O.S.H.H. and Hazard Waste Disposal Regulations. The disposal of any potentially hazardous substances or wastes is carried out in a controlled manner using, where appropriate, approved licensed external agencies.

ACCIDENT AND INCIDENT REPORTING AND INVESTIGATING

RHS operate a 'no blame policy' in respect to accident and injury reporting. We also actively encourage the reporting of all accidents, incidents and near misses, no matter how trivial they may seem. The rationale behind our approach is to investigate all accidents, incidents and near misses with a view to putting improved controls in place to prevent recurrence.

Work injury and near miss incidents are reported immediately to the General Manager who then conducts a full and detailed investigation using the "safety circle" technique to maximise awareness and engender a 'safe culture'. This involves group input into direct and root causation and recommendations for changes or improvements needed to prevent recurrence. All investigations are carried out immediately following an accident, injury or incident. Any learning points arising are widely communicated so that all learn and appropriate corrective action taken by the relevant persons.

The Managing Director adds these to the annual accident and injury statistics, which are published and widely communicated in the Yearly Quality Assurance Review.

RHS is fully conversant with its statutory duties under the R.I.D.D.O.R.

ARRANGEMENTS FOR THE USE OF CONTRACTORS & SUB-CONTRACTORS

RHS is committed to ensuring that all contractors and sub-contractors working on our behalf are suitably qualified, licensed, approved and registered. They must also have demonstrated to the Managing Director that they have a current Health and Safety policy and operate a rigorous health and safety management system. A list of approved contractors and suppliers will be maintained in our Quality Assurance system.

All contractors and sub-contractors working on our behalf are further required to:

- Provide and use only approved and tested tools, equipment and personal protective equipment.
- Apply health and safety standards that are fully consistent with our own.
- Attend health and safety induction on arrival.
- Supply details of Insurance.

Depending upon the scope and nature of the work to be undertaken, they may also be required to:

- Provide the Health and Safety Manger with a written Method Statement and a formal assessment of risk.
- Operate under own Safe Systems of Work, including the Permit Work system.

PERSONAL PROTECTIVE EQUIPMENT POLICY

It is RHS policy that in accordance with the hierarchy of control, Personal Protective Equipment (PPE) will be issued and used as a 'last resort' only PPE that is suitable for the residual hazard(s) involved will be provided.

PPE is provided free of charge and will be selected and used on the basis of COSHH and risk assessment and with reference to the Personal Protective Equipment at Work Regulations 1992.

Where appropriate users of PPE will be trained in its correct application and use and will also be warned of potential consequences of not using.

OCCUPATIONAL HEALTH

The occupational health risks to RHS employees and all other persons working at any RHS location are minimal owing to the nature of our business and our establishment of a safe and healthy working environment.

All potential health hazards have been identified and suitable and sufficient control measures put in place to eliminate the risks or reduce them to the lowest practicable level.

We will also:

- Monitor staff sickness absence with a view to identifying any conditions that may be work induced.
- Ensure that any additional health care assistance or support is provided.

ROLE OF SPECIALISTS

Where appropriate, the Health and Safety Manager will seek the advice and support of external specialists.

These may typically include:

RoSPA
The HSE
NEBOSH
Flintshire Fire Preventions Officer
Etc.

COMMUNICATIONS

RHS operate an 'open' policy with respect to its management and communication of health, safety and environmental matters. Health and safety will be communicated as follows:

- By communicating the Health and Safety policy to all employees during safety induction.
- Meetings of the Senior Managers.
- The circulation of minutes from all meetings.
- Safety posters and safety notice boards.
- E-mail
- Etc.

AUDIT AND REVIEW

The Managing Director will collate and analyse the feedback reports from all audits and ensure that the necessary improvements and corrections are made within an agreed timeframe.

As part of his annual safety plan, he will conduct:

- A full and formal annual review of the Health and Safety Policy.
- A full and formal annual review of all health and safety Work Instructions and procedures.
- Ann annual review of all risk and COSHH assessments.

In all cases, he will report his findings and any recommendations arising to the annual QA Review.

Rapid Heat Systems Ltd

EMERGENCY FIRE PLAN

Name of company: Rapid Heat Systems Ltd

Address of premises: Dragon Works, Chester Road, Saltney,
Chester CH4 8RW

Building Number: 1: ONE

Date plan produced and/or amended: 01.06.2009

Name of Person producing plan: Robert Roberts (Deeside Metal)

Job Title: General Manager

Signature:

NOTE: Rapid Heat Systems & Deeside Metal share the building at Dragon Works.

Action to be taken by a person discovering a fire: -

Operate the nearest Fire Alarm – “Situating on inside wall of building 1 (Deeside Metal Side), by main shed doors”.

Notify any office staff to call Emergency Services on 999.

Only tackle the Fire using correct extinguishers and “WITHOUT TAKING RISKS”.

Leave building by nearest Fire Exit, making sure ALL DOORS are closed.

Go to nearest Fire Assembly Point, situated outside Main Office for Roll Call.

How the Fire Brigade (and any other emergency services) are to be called and who is responsible.

Managing Director, General Manager, or any other member of the Office Staff, by land line 999, and call logged, day, date and time.

Fire warning system (description of bells/sirens/voice etc. and types of signals and location of system panels)

Audible Warning Siren, operated by Key, clearly marked inside doors of Building 1.

Two high frequency Sirens are situated at the top and bottom of shed 1 in roof space.

Evacuation procedures (description of procedures to be followed)

Upon hearing the Fire Alarm Siren, all Staff members must make their way to Fire Assembly Point outside main office for Roll Call to be carried out. All personal belongings must be left until it is safe to return.

Key escape routes (how access can be gained, where they lead to, how they are protected from fire)

All office Staff to use one of two Fire Exits situated by Main Office Door.

Escape route from main yard via Main Gates.

Entry out of Building 1 via Reception.

Fire Doors are fitted and kept unlocked during hours of business.

Assembly Points

Outside Deeside Metal Building, adjacent to Main Office Block.

Duties and identities of employees with specific responsibilities

Fire Safety Officers:

Robert Roberts, General Manager (Deeside Metal): Co-ordinate Fire Fighting and Staff Safety procedures, until Emergency Services arrive.

First Aid: Luke Graham

Fire Fighting Basic Training, organise safe exits for all yard staff to Fire Assembly Points, and to ensure that all relevant plant and machinery are fully shut down.

Arrangements for safe evacuation of persons identified as being especially at risk from fire.

As directed by Yard Foreman, Managing Director Paul Graham and General Manager Rob Roberts (Deeside Metal)

Fire fighting equipment provided (locations and details)

Refer to Fire Action Plan attached

Specific arrangements for high fires risk areas

Highly Flammable materials all kept in corner of Building 3

All paints and cleaning materials securely locked away in steel cupboard

Procedures for liaison with Fire Brigade on arrival (who, where, what etc.)

Either Managing Director or General Manager to liaise with Fire Brigade in Main Reception Office if available, or by Fire Assembly Point, pinpoint fire etc.

Managing Director: Mr Paul Graham

General Manager: Mr Rob Roberts

Training needed by employees and arrangements for giving such training

All employees from General Manager downwards are fully conversant with Basic Fire Fighting Skills, as carried out by North West Fire Group.

Ongoing training is carried out periodically and with all new employees as a matter of company policy.

EMPLOYEES RESPONSIBILITY

- To work, act and think safely at all times and to look after the health and safety of themselves and others who may be affected by their acts or omissions.
- To adopt safe attitudes and behaviours that are conducive to a safe place of work.
- To adhere to company rules, procedures and codes of conduct.
- To wear their Personal Protective Equipment correctly and as trained and instructed.
- To bring to the notice of a Training Officer any potential hazard which they know or learn, whether in work method or arising from faults in equipment of plant.

RESPONSIBILITIES OF CONTRACTORS

Contractors and sub-contractors working at RHS are required to conduct their activities in a way that is compatible with:

- a) current legislation
- b) RHS own rules, instructions and procedures

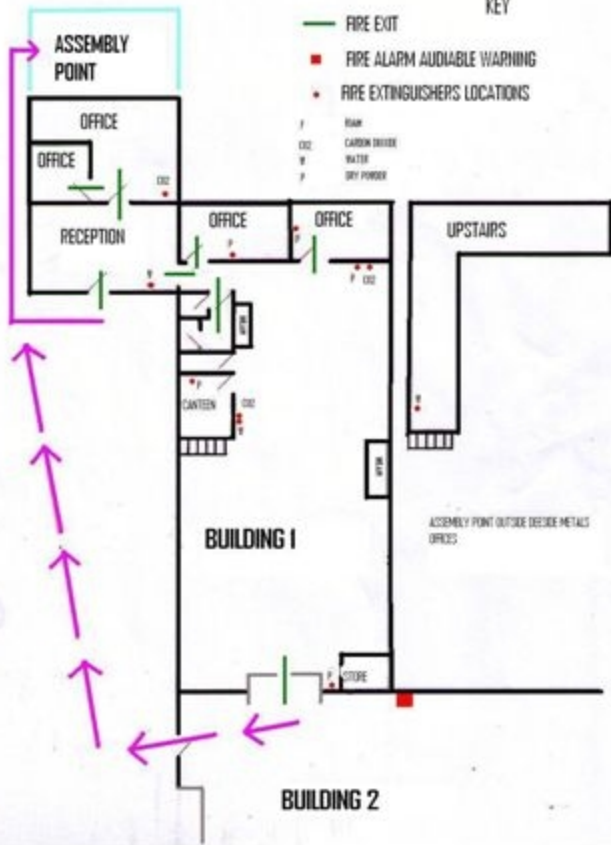
ALLOCATION OF FINANCE FOR HEALTH AND SAFETY

A Health and Safety Budget is well established and managed by the Managing Director. The budget includes provisions for the staff and learner safety training, Personal Protective Equipment, statutory maintenance, testing and repair etc. The Budget is jointly reviewed each year by the Managing Director and Line Managers.

RAPID HEAT SYSTEMS FIRE SAFETY PLAN

KEY

-  FIRE EXIT
-  FIRE ALARM AUDIABLE WARNING
-  FIRE EXTINGUISHERS LOCATIONS
-  ROOM
-  CARBON DIOXIDE
-  WATER
-  DRY POWDER



ASSEMBLY POINT

OFFICE

OFFICE

RECEPTION

OFFICE

OFFICE

UPSTAIRS

BUILDING 1

ASSEMBLY POINT OUTSIDE DESKTOP METALS OFFICES

STORE

BUILDING 2

SAFETY RULES & PROCEDURES

The following information outlines RHS Safety Rules and Procedures and should be read and understood by all employees.

1. All employees should act responsibly at all times when on company premises and always try to avoid conduct likely to cause accidents. Employees must not run in work areas, speed on forklift trucks, smoke in any area of the premises. Leave filing drawers open and use common sense ladders to works or office equipment.
2. No untrained personnel are allowed to use machinery unless under the supervision of a trained member of the work force, and with the full knowledge and the authority of the department manager.
3. Employees **must** at all times make use of step ladders in warehouse locations. **Anyone** seen climbing on racking will be subject to RHS disciplinary procedures.
4. When driving a company vehicle, speed limits **must** be observed at all times. **Site Transport:** many accidents, whether personal injury or damage only, are the result of unsafe driving or operation of site transport.
 - Only authorised or certified personnel are permitted to drive site/company vehicles
 - Drivers of all vehicles on site must be alert to continually changing conditions
 - All damage by site transport must be reported immediately to a supervisor/manager.
 - Only park in **designated spaces**
 - No unauthorised passengers or pets to travel in company vehicles.
 - All drivers must adhere to the RHS driving handbook
5. Forklift trucks and overhead cranes **must** be operated by trained personnel only.
6. PPE equipment if required, can be obtained from Managers and must be used by all company personnel at all times on RHS and on customer premises where required.
7. Maintenance of equipment will be carried out at regular intervals, but employees **must** report any failures or faults to their relevant manager.
8. **Risk Assessments** All tasks carried out in your work place have been Risk Assessed. If you have any concerns about these assessments or require any further information contact Andy Graham. You will have already been informed of the basic hazards, but here is a summary of them.
 - Fire (also covered separately)
 - Products- remember what you are dealing with
 - Safe Loading/Unloading
 - Manual handling (also covered separately at point 10 due to its importance)
 - Customers Safety
 - Work areas and benches are to be kept tidy at all times

Any input you wish to make on any of the above subjects would be greatly appreciated.

9. Employees with their own transport should park in an orderly manner, and care should be taken when entering/exiting company premises. Vehicles are left at owners risk.
Under no circumstances are employee vehicles allowed to enter the yard of Dragon Works.

SAFETY RULES & PROCEDURES

10. Manual Handling

RHS understands the risks associated with manual handling.

Risk Assessments will have to be carried out covering the manual handling in your area.

- First assess the weight of the load. (most packaging states the weight!)
- If it's too heavy, **don't lift it!** Get help or inform the Fork Lift truck driver because after all that is what the fork lift is for!
- Assume the safe lifting position. Squat by bending at the hips and knees. Your ears, shoulders and hips should form a straight line. Keep your feet one shoulder width apart with your feet turned out.
- Maintain your backs natural curves.
- Let your legs do the lifting.
- If you have receive training on lifting techniques-use it.
- Only use the Fork Lift Truck of Licensed.

I have read and understood all the details in the above:

Name:..... Date:.....

Signature:.....

RHS 3 Monthly Review

I have read and understood all the details in the above:

Name:..... Date:.....

Signature:.....