



HEALTH AND SAFETY POLICY

General Statement Our target is Zero Harm

Romec Ltd and Romec Enterprises Ltd are wholly owned subsidiary companies of Royal Mail. We deliver a range of facilities services across the Royal Mail Group's estate and also work in partnership with other blue chip clients. The Company holds accredited certification to OHSAS.18001. This Policy reflects the expectations of our key stakeholders.

Our services include mechanical and electrical installation and maintenance, building fabric maintenance, fire and security, office management and cleaning. We also manufacture a range of specialist postal equipment and bespoke items for Royal Mail and other customers, run a printing business and have the expertise to project manage national complex roll-out projects.

We are committed to protecting the health and safety of all our employees and those affected by our activities, especially the public. Our goal is to cause no harm to people and to prevent damage to property. Romec believes that all work related accidents and illness are preventable.

Our strategy is to create an environment in which our workforce can operate safely by showing leadership in our behaviours', simplifying our systems and processes, re-thinking what we do and how we do it, involving all employees, learning about what works well and identifying where we can improve.

The Directors set annual Objectives and Targets to achieve continual improvement towards the goals of our parent companies and to meet the targets they set.

This policy is implemented through a management system, certified to OHSAS 18001, and to meet parent companies' expectations. The management system is audited and reviewed regularly and the results reported to the Directors. The Directors will review the policy, objectives, arrangements and organisation for health and safety annually.

The arrangements and organisation for the policy are set out in the management system. The Board of Directors is responsible for developing policy and providing sufficient resources to implement it. A Director is nominated to champion health and safety matters and will appoint competent persons for safety advice and to develop the management system.

Line management is responsible for promoting health and safety in all our activities, however, all employees must cooperate by working safely to avoid harm to themselves and others. Managers and employees are provided with information, training, instruction and supervision to enable them to discharge their duties. They are expected to demonstrate their commitment to health and safety through their behaviour and by supporting safe behaviour in others.

The hazards arising from our work are identified assessed and controlled to prevent or minimise the risk of harm or damage. The requirements of relevant legislation, our parent companies and industry standards are identified and complied with.

The performance, objectives and targets are regularly monitored or measured and reported appropriately at all levels of the organisation. Injuries and near misses will be reported and investigated to establish actions and communicate the lessons learnt.

We consult and communicate with our employees in pursuit of safety improvement. This policy will be communicated to our employees and contractors, displayed where practical and made available to interested parties

A handwritten signature in black ink, appearing to read 'Keith Gawthorn'.

Keith Gawthorn Managing Director

Date: 24/05/16

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