

Health & Safety Policy - Rayan Facilities Management Ltd

1. Statement of Intent

Rayan Facilities Management Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees and anyone affected by our operations.

We will provide safe working conditions, safe systems of work, adequate welfare facilities, clear information, instruction and training, and a culture where safety is a shared responsibility.

Health and Safety must never be compromised for other business objectives.

This policy will be reviewed annually or sooner if significant changes occur.

2. Our Commitments

We will:

- Provide and maintain safe premises, vehicles, equipment and systems of work.
- Identify hazards, assess risks and implement appropriate control measures.
- Maintain effective arrangements for consultation with employees.
- Provide appropriate training, supervision and information for all employees.
- Ensure safe handling, storage, use and transport of substances and materials.
- Prevent accidents, incidents and work-related ill health.
- Maintain effective emergency procedures including fire, first aid and incident response.
- Ensure contractors, visitors and members of the public are protected from risks arising from our work.
- Continuously improve our health and safety performance.

3. Responsibilities

Managing Director

- Holds ultimate accountability for Health & Safety.
- Ensures adequate resources, competent persons and systems are in place.
- Approves this policy and ensures it is communicated to all staff.

Managers / Supervisors

- Implement this policy within their areas.
- Ensure suitable and sufficient risk assessments are completed and acted upon.
- Provide instruction, training, equipment and supervision.
- Report and investigate incidents, hazards and near misses.

Employees

All employees must:

- Take reasonable care of their own safety and that of others.
- Follow safety procedures, training and instructions.
- Use equipment safely and correctly.
- Report hazards, unsafe conditions, accidents and near misses immediately.
- Cooperate with management on safety matters.

4. Monitoring & Review

We will monitor performance through inspections, audits, incident statistics and employee feedback.

Corrective actions will be tracked to completion and reviewed by senior management.

5. Communication

Rayan Facilities Management Ltd ensures that all employees receive the Health & Safety information they need through the following:

1. Induction

All staff receive the Health & Safety Policy, the Staff Handbook, and the role-specific Health & Safety information required for the duties they perform.

2. Access to Information & Site-Specific Information

- Policies and the Staff Handbook are always available on the Staff Portal.
- Additional Health & Safety documents (such as Toolbox Talks, COSHH information, Risk Assessments and Method Statements) are provided by managers as required for the site and the employee's role.

3. Stakeholder Communication

Relevant Health & Safety documentation is made available to clients, contractors, and other interested parties upon request.

4. Ongoing Communication

Health & Safety updates, reminders and refresher briefings are delivered through toolbox talks, supervisor briefings and routine communication channels.

Signed:



Siobhan Hamill, Managing Director

Date: 10/03/2026