

R&M POLICY · HEALTH AND SAFETY

Supervision, Instruction and Information Procedure

R&M Property Group Ltd

Document	RM-HS-08
Version	1.0
Approved by	Thom McKenna, Director
Website issue	22 October 2026

1. Purpose

To outline R&M Property Group Ltd's arrangements for ensuring all employees and subcontractors receive adequate supervision, instruction, and information to carry out their work safely, compliantly, and in accordance with all applicable legal and industry standards, including the Building Safety Act, Building Regulations, and other relevant legislation.

2. Scope

This procedure applies to all projects and activities undertaken by R&M Property Group Ltd, including works delivered directly and via subcontractors.

3. Responsibilities

Directors/Senior Management

Ensure appropriate resources and systems are in place to implement and monitor compliance with this procedure.

Supervisors/Project Managers

Deliver daily supervision and ensure that all individuals understand their responsibilities and tasks, and work in accordance with the relevant standards and procedures.

Site Operatives/Subcontractors

Comply with all instruction, site rules, and guidance provided, and report any concerns or lack of understanding to the supervisor immediately.

4. Procedure

4.1 Supervision Arrangements

- A named competent supervisor or project manager is allocated to each project.
- Supervisors ensure tasks are conducted in line with the Building Safety Act, Building Regulations, and site-specific requirements.
- Supervision includes:
- Daily briefings
- On-site presence to monitor safe systems of work
- Regular checks on workmanship, quality, and compliance
- Use of supervision checklists and site inspection forms

4.2 Provision of Instruction

- Detailed task-specific instruction is provided via:
- Method Statements
- Safe Systems of Work (SSOW)
- Toolbox Talks prior to high-risk activities
- On-the-job demonstrations and mentoring for new or inexperienced staff

- Instructions include the correct use of tools, materials, and safety equipment, as well as statutory requirements.

4.3 Information Dissemination

- Information is communicated through:
- Induction training (company, site, and task-specific)
- Health and safety signage and notices
- Written procedures and risk assessments
- Access to updated legislation and regulatory guidance
- Changes to legal requirements (e.g. updates to the Building Safety Act) are cascaded through formal briefings and training.

4.4 Subcontractor Control

- All subcontractors undergo an induction and are issued with:
- Site rules
- Relevant legislation and codes of practice
- Project-specific documentation including drawings, specifications, and RAMS
- Subcontractors are required to confirm understanding and sign documentation where applicable.
- Performance and compliance are monitored by supervisors through site inspections, and non-conformances are addressed immediately.

4.5 Communication and Record Keeping

- Records of supervision (e.g. site diaries, inspection reports), instruction (e.g. toolbox talk logs), and information provision (e.g. induction forms) are retained.
- Communication methods include verbal briefings, written documentation, and electronic updates.
- Feedback mechanisms are in place to allow concerns to be raised and improvements to be identified.

5. Monitoring and Review

- Compliance with this procedure is monitored through audits, site visits, and supervisory reports.
- Lessons learned and changes in legislation or guidance are incorporated into updates of this procedure.
- Reviewed annually or following incidents, audits, or changes in legal requirements.

6. Related Documents

- Site Induction Checklist
- Method Statement and Risk Assessment Template
- Toolbox Talk Record Form
- Subcontractor Induction Register
- Supervision Log / Site Inspection Checklist