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SECTION 1: General statement of policy

Company Policy

It is the policy of the Company to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information and training as they need for this purpose.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

Following the identification of work related risks and hazards, the Company will take preventative and protective measures. It is also the policy of the Company to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. The Company may require you to attend such training and/or induction programmes in order to meet the aims of the Company.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out in this policy and in associated health and safety records.

This policy will be kept up to date, to reflect changes in the nature and size of the Company. To ensure this, the policy and its effectiveness will be reviewed annually.

Company's responsibilities

It is the duty of management to:

- provide and maintain systems of work that are safe and without risk to health;
- ensure safety and the absence of risks to health in connection with handling of equipment, storage and transport;
- provide information, instruction, training and supervision;
- maintain all places of work in a safe condition;
- provide and maintain a safe working environment.

Your responsibilities

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- working safely and efficiently;
- using any protective equipment provided and meeting statutory obligations;
- adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.
- reporting incidents that have led to injury or damage;

All such incidents must be recorded and reported to Danny Phillips using the internal report form, which is available from Your Employee Handbook. Any failure to adhere to this policy and the procedures set out in it will be considered a serious disciplinary offence and is one which may lead to dismissal (See Disciplinary Procedure)

Security

If you are responsible for setting the alarm, failure to set the alarm may result in disciplinary action being taken.

Fire & Emergency

You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation. You must be aware of the location of the emergency exits, assembly points and first aid kit. Procedures to be carried out in the event of a fire or emergency will be found on the notice board.

SECTION 2: Responsibilities

Ultimate responsibility for health and safety rests with the Board of Directors, with delegation of duty to managerial employees and/or Head of Departments. Those named must be fully aware of their duties, details of which should be included in their job description.

1. Overall and final responsibility within the Company rests with:

Name: Danny Phillips
Status: Managing Director
Telephone extension: 01788-546-985
Mobile Phone: 07974-524-175
Email: danny@graftersrecruit.co.uk

2. Person responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:

Name: Danny Phillips
Status: Director
Telephone extension: 01992-478-955
Mobile Phone: 07974 524175
Email: danny@graftersrecruit.co.uk

3. In the absence of the person named in 2 (above), s/he will be deputised by:

Name: Kelly Harding
Status: Training & Compliance Manager
Mobile Phone: 07880-193-017
Email: kelly@graftersrecruit.co.uk

4. In the event of accidents and dangerous occurrences, such incidents should be reported to:

Name: Danny Phillips
Status: Managing Director
Telephone extension: 01788-546-985
Mobile Phone: 07974-524-175
Email: danny@graftersrecruit.co.uk

Section 3: Risk assessments

Name: Kelly Harding
Status: Training & Compliance Manager
Mobile Phone: 07880-193-017
Email: kelly@graftersrecruit.co.uk

1. The findings of the risk assessments will be reported to:

Name: Danny Phillips
Status: Managing Director
Telephone extension: 01788-546-985
Mobile Phone: 07974-524-175
Email: danny@graftersrecruit.co.uk

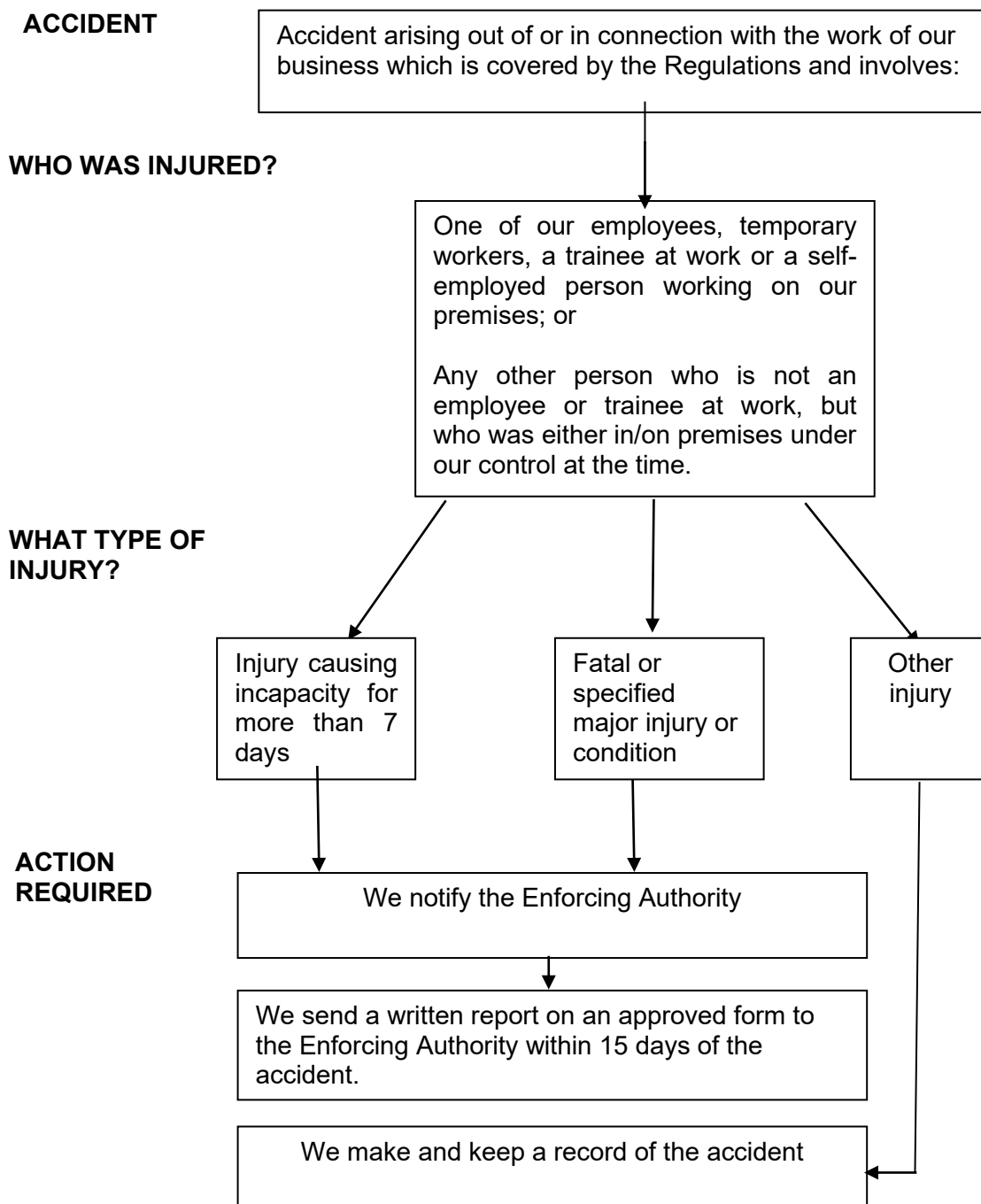
3. Action required to remove/control risks will be approved and implemented by:

Name: Kelly Harding
Status: Training & Compliance Manager
Mobile Phone: 07880-193-017
Email: kelly@graftersrecruit.co.uk

4. Risk assessments will be reviewed by:

Name: Danny Phillips
Status: Director
Telephone extension: 01992-478-955
Mobile Phone: 07974 524175
Email: danny@graftersrecruit.co.uk

Section 4: Accident reporting



SECTION 5: Emergency services (Please complete within your branch)

1 Nearest Hospital with a Casualty Department:

Name:
Address:
Telephone Number:

2 Police Station

Name:
Address:
Telephone Number:

5 Electricity

Name:
Address:
Telephone Number:

3 Fire Station

Name:
Address:
Telephone Number:

6 Water

Name:
Address:
Telephone Number:

4 Gas

Name:
Address:
Telephone Number:

7 Employer Contact

Name:
Address:
Telephone Number:

SECTION 6: Fire safety

It is essential that adequate equipment and staff training is provided on this subject.

Facilities:

Number/location of escape routes: 2
Number/location of fire extinguishers: Hoddesdon (6), Rugby (4), Basildon (2), Cannock (2)
Number/location of fire alarms: 1
Checked by: Each Branch Manager
Frequency: Weekly

1. Fire Safety Training Officer:

Name: Kelly Harding
Status: Training & Compliance
Mobile phone: 07880-193-017
Email: kelly@graftersrecruit.co.uk

2. Fire Drills are the responsibility of:

Name: Each Branch Manager
Frequency: Weekly

4. Fire equipment maintenance company:

Name: Nuswift (Hoddesdon Branch only, All other Offices are serviced Offices)
Address: 2 Jubilee way, Elland, West Yorkshire, HX5-9DY
Telephone Number: 01422-372-852
Email: customer.service@nuswift.co.uk

5. Rules/Procedure in the event of a fire:

In the event of a Fire Alarm
Please evacuate the building using the main staircase and assemble in the car park (At Hoddesdon use Barclays Car Park), Please do this as quickly as possible not stopping to collect personal belongings,
Report to the Fire Officer, He/She will then record who is present.
All Serviced Offices will have own procedures in place – Branch Manager to inform all staff

SECTION 7: Workplace equipment

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:

Name: Branch Manager

Frequency of Inspections:

Fixed equipment: 12 Month
Portable equipment: 6 Month
Records located at: Each Branch

Companies/Persons responsible for maintenance and repair:

Name: DMIT
Status: I.T. Support
Telephone number: 0845-388-4521
Mobile phone: 07804-078-717
Email: support@DMIT.com

Inspection procedure: Checking of all PC and I.T. equipment

General rules governing the safe use of portable electrical equipment:

SECTION 8: Health and safety training

Good training will ensure that employees are competent to carry out their tasks, thus reducing risk to health and safety.

Person(s) responsible for health and safety training within the Company

Name: Danny Phillips
Status: Managing Director
Telephone extension: 01788-546-985
Mobile Phone: 07974-524-175
Email: danny@graftersrecruit.co.uk

In hazardous environments special training may be required. *N/A*

Person(s) responsible for special training

Name(s):
Status:
Area of training:
Telephone extension:
Mobile phone:
Email:

SECTION 9: Information, instruction and supervision

Health and safety information can be found:

On the Notice Board in the Main Office.

Where employees or temporary workers work at locations under the control of another employer, health and safety risk assessments may need to be performed by the other employer.

Person(s) responsible for ensuring any necessary risk assessments are carried out by the other employer:

Name: Danny Phillips
Status: Managing Director
Telephone extension: 01788-546-985
Mobile Phone: 07974-524-175
Email: danny@graftersrecruit.co.uk

Person(s) responsible for ensuring that all employees and temporary workers, who work at locations under the control of other employers, are given all the health and safety information relevant to the other employer and their assignment (including whether personal protective equipment is required and if so, how it will be supplied):

Name: Danny Phillips
Status: Managing Director
Telephone extension: 01788-546-985
Mobile Phone: 07974-524-175
Email: danny@graftersrecruit.co.uk

Person(s) responsible for ensuring all employees and temporary workers working at location(s) under the control of another employer receive the necessary health and safety training:

Name: Danny Phillips
Status: Managing Director
Telephone extension: 01788-546-985
Mobile Phone: 07974-524-175
Email: danny@graftersrecruit.co.uk

SECTION 10: Personal protective equipment

An employer has a duty to eliminate or control risk as far as is reasonably practicable before resorting to personal protective equipment. However, many tasks require such precautions, in which case persons at risk must be provided with suitable protective equipment.

Person responsible for assessing and issuing PPE

Name: Danny Phillips
Status: Managing Director
Telephone extension: 01788-546-985
Mobile Phone: 07974-524-175
Email: danny@graftersrecruit.co.uk

Person responsible for maintenance of PPE

Name: Each Branch Manager
Status: Training & Compliance Manager
Telephone extension: 01992-460-777
Mobile Phone: 07496-056-871
Email: colin@graftersrecruit.co.uk

Person responsible for training in the use of PPE

Name: Kelly Harding
Status: Training & Compliance Manager
Mobile Phone: 07880-193-017
Email: kelly@graftersrecruit.co.uk

SECTION 11: Noise and temperature

Excessive noise impairs hearing and increases pulse rate, blood pressure and breathing rate. Noise levels will be assessed and any risks prevented. Similarly the temperature inside the premises will be kept at a reasonable level.

Person Responsible for assessing noise and temperature levels:

Name: Danny Phillips
Status: Director
Telephone extension: 01992-478-955
Mobile Phone: 07974 524175
Email: danny@graftersrecruit.co.uk

Records located at: *Each Branch*

Section 12: First-aid and medical facilities on the Company's premises

First Aid requirements must be met for all employees whether they are working at the designated premises or elsewhere. Employees must be made aware of the provision, and records must be kept of treatment administered.

First-Aiders

Name(s): 1 Hoddesdon Colin Sefton & Jenny Hough, 2 Rugby Dusana Levova – 3 Basildon Roger Scoot, 4 Cannock Hayleigh Holtom
Status: 1 - Training & Compliance – 2, 3, 4, - all Branch Managers
Telephone ext (1) 01992-460-777 (2) 01788-546-985 (3) 01268-646-661 (4) 01543-479-065
Mobile Phone: (1) 07496-056-871 (2) 07496-733-387 (3) 07880-034-176 (4) 07957-656-906
Email: (1) colin@graftersrecruit.co.uk & jenny@graftersrecruit.co.uk (2) dusana@graftersrecruit.co.uk (3) roger@graftersrecruit.co.uk (4) hayleigh@graftersrecruit.co.uk

First-Aid Box/First Aid Room is located at:

In the Main Office.

The Accident Book is located at:

In the Main Office.

The following is a guide to the contents of the Company's first-aid box:

| FIRST-AID BOXES | | TRAVELLING FIRST AID KITS | |
|--|----|---|---|
| Guidance Card | 1 | Guidance Card | 1 |
| Individually wrapped sterile adhesive dressings (assorted sizes and appropriate to work e.g. detectable for food handlers) | 20 | Individually wrapped sterile adhesive dressings | 6 |
| Sterile eye pads | 2 | | |
| | | | |

| | | | |
|---|---|--|---------|
| Individually wrapped triangular bandages (preferably sterile) | 4 | Triangular bandages | 2 |
| Safety Pins | 6 | Safety Pins | 2 |
| Medium sized individually wrapped sterile unmedicated wound dressings (approx. 12 x 12cm) | 6 | Individually wrapped moist cleaning wipes | Several |
| Large sterile individually wrapped unmedicated wound dressings (approx. 18 x 18cm) | 2 | Large sterile unmedicated dressing (approx. 18 x 18cm) | 1 |
| Disposable gloves | 1 | Disposable gloves | 1 |

[SECTION 13: Rules for visitors to the Company's premises](#)

The rules are:

Meet and greet the Visitor and ask to take a seat in the reception area, then inform the Person(s) that their guest has arrived.