

<b>Company Name:</b>	Mainstay Recruitment Solutions LTD ("the Company")
<b>Policy Name:</b>	Model Health and Safety Policy
<b>Date:</b>	26/11/2019
<b>Version:</b>	2

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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 your line manager using the internal report form, which is available upon request from your line manager. 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.

#### 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.

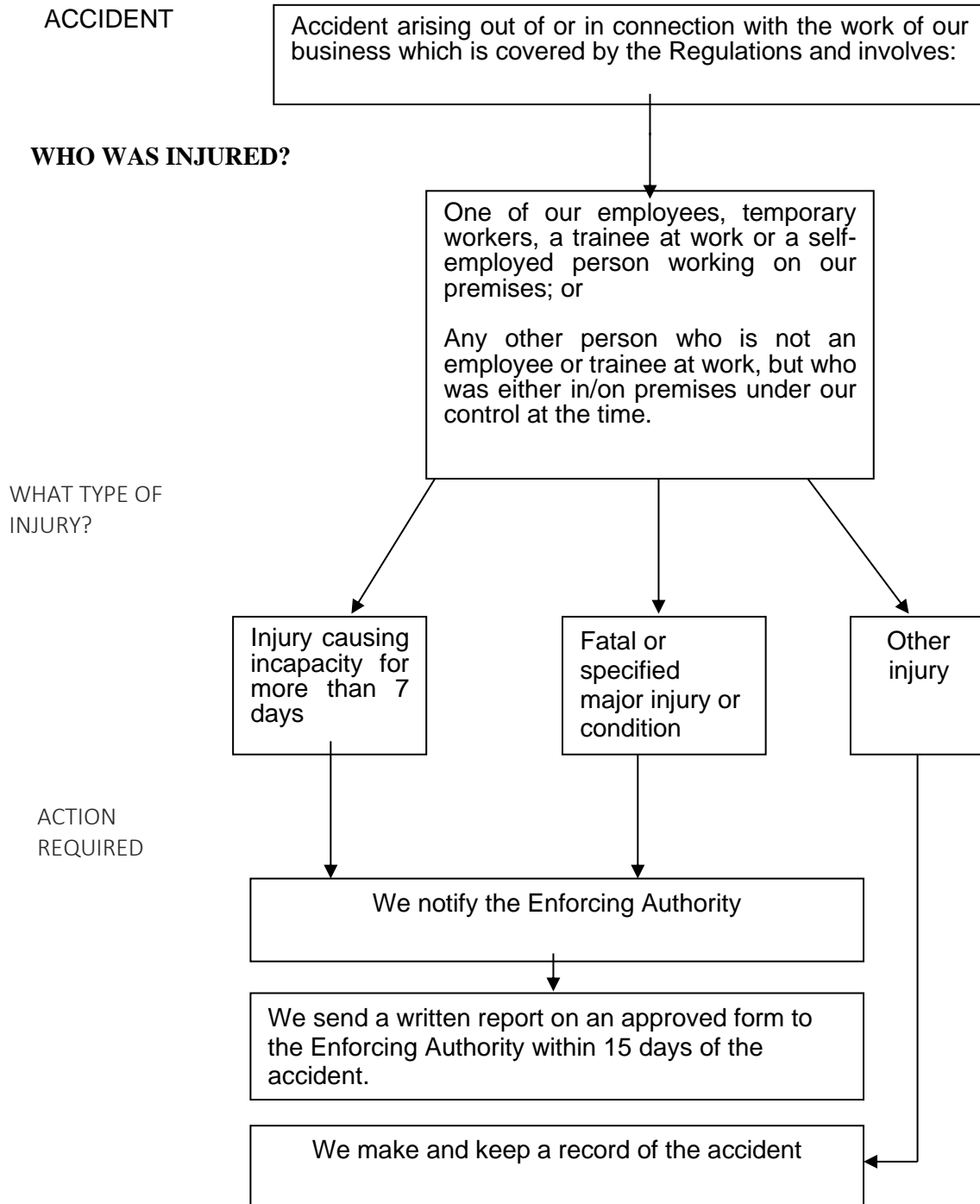
- 1. Overall and final responsibility within the Company rests with:**  
Name: Alex Williams  
Status: Managing Director  
Telephone extension: 01922 666 800  
Mobile Phone: 07554012598  
Email: alex.williams@mainstayrecruitment.co.uk
- 2. Person responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:**  
Name: Alex Williams  
Status: Managing Director  
Telephone extension: 01922 666 800  
Mobile Phone: 07554012598  
Email: alex.williams@mainstayrecruitment.co.uk
- 3. In the absence of the person named in 2 (above), s/he will be deputised by:**  
Name: Nick Jones  
Status: Managing Director  
Telephone extension: 01922 666 800  
Mobile Phone: 07470797528  
Email: nick.jones@mainstayrecruitment.co.uk
- 4. In the event of accidents and dangerous occurrences, such incidents should be reported to:**  
Name: Alex Williams  
Status: Managing Director  
Telephone extension: 01922 666 800  
Mobile Phone: 07554012598  
Email: alex.williams@mainstayrecruitment.co.uk

## **Section 3: Risk assessments**

- 1. Risk assessments will be undertaken by:**  
Name: Alex Williams  
Status: Managing Director  
Telephone extension: 01922 666 800  
Mobile Phone: 07554012598  
Email: alex.williams@mainstayrecruitment.co.uk
- 2. Action required to remove/control risks will be approved and implemented by:**  
Name: Alex Williams  
Status: Managing Director  
Telephone extension: 01922 666 800  
Mobile Phone: 07554012598  
Email: alex.williams@mainstayrecruitment.co.uk

- 3. Risk assessments will be reviewed by:**  
 Name: Alex Williams  
 Status: Managing Director  
 Telephone extension: 01922 666 800  
 Mobile Phone: 07554012598  
 Email: alex.williams@mainstayrecruitment.co.uk

**Section 4: Accident reporting**



## **SECTION 5: Emergency services**

- |          |  |          |   |
|----------|--|----------|---|
| <b>1</b> | <b>Nearest Hospital with a Casualty Department:</b><br>Name: Walsall Manor Hospital<br>Address: Moat Rd, Walsall WS2 9PS<br>Telephone Number: 01922 721172 |          |   |
| <b>2</b> | <b>Police Station</b><br>Name: Wednesbury Police Station<br>Address: 53 Holyhead Rd, Wednesbury WS10 7DF<br>Telephone Number: 0345 113 5000                | <b>5</b> | <b>Electricity</b><br>Name: Western Power Distribution<br>Address: N/A<br>Telephone Number: 0800 328 1111 |
| <b>3</b> | <b>Fire Station</b><br>Name: Walsall Fire Station<br>Address: Blue Lane West, Walsall WS2 8NU<br>Telephone Number: 0121 380 7551                           | <b>6</b> | <b>Water</b><br>Name: Severn Trent Water<br>Address: N/A<br>Telephone Number: 0800 783 4444               |
| <b>4</b> | <b>Gas</b><br>Name: National Gas Emergency Service<br>Address: N/A<br>Telephone Number: 0800 111 999   | <b>7</b> | <b>Employer Contact</b><br>Name: Alex Williams<br>Address: N/A<br>Telephone Number: 07554012598           |

## **SECTION 6: Fire safety**

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

- 1. Facilities:**  
Number/location of escape routes: 1- Ground Floor Exit  
Number/location of fire extinguishers: 2- First Floor Landing, Ground Floor reception  
Number/location of fire alarms: 2- First Floor Landing, Ground Floor reception  
Checked by: Alex Williams  
Frequency: Monthly
- 2. Fire Safety Training Officer & Drills Co-ordinator:**  
Name: Alex Williams  
Status: Managing Director  
Telephone extension: 01922 666 800  
Mobile phone: 07554012598  
Email: alex.williams@mainstayrecruitment.co.uk  
Drill Frequency: Twice Annually
- 4. Fire equipment maintenance company:**  
Name: Lyrico Systems LTD  
Address: 154 Lime Lane, Norton Canes, WS3 5AN  
Telephone Number: 0870 919 3612  
Email: N/A
- 5. Rules/Procedure in the event of a fire:**  
Follow the General Fire Notice.

## **SECTION 7: Workplace equipment**

All workplace equipment should be treated with respect and checked regularly

### **Responsibility for inspecting all workplace equipment:**

Name: Alex Williams  
Status: Managing Director  
Location/address: N/A  
Telephone Number: 07554012598

### **Frequency of Inspections:**

Fixed equipment: Every 3 Months

Portable equipment: Every 3 Months  
Records located at: N/A

**Companies/Persons responsible for maintenance and repair:**

Name: Alex Williams  
Status: Managing Director  
Telephone number: 01922 666 800  
Mobile phone: 07554012598  
Email: alex.williams@mainstayrecruitment.co.uk

**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: Alex Williams  
Status: Managing Director  
Telephone number: 01922 666 800  
Mobile phone: 07554012598  
Email: alex.williams@mainstayrecruitment.co.uk

In hazardous environments special training may be required.

**Person(s) responsible for special training**

Name: Alex Williams  
Status: Managing Director  
Telephone number: 01922 666 800  
Mobile phone: 07554012598  
Email: alex.williams@mainstayrecruitment.co.uk

**SECTION 9: Information, instruction and supervision**

**Health and safety information can be found:**

In the hallway of the first floor

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: Alex Williams  
Status: Managing Director  
Telephone number: 01922 666 800  
Mobile phone: 07554012598  
Email: alex.williams@mainstayrecruitment.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: Alex Williams  
Status: Managing Director  
Telephone number: 01922 666 800  
Mobile phone: 07554012598  
Email: alex.williams@mainstayrecruitment.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: Alex Williams  
Status: Managing Director  
Telephone number: 01922 666 800  
Mobile phone: 07554012598  
Email: alex.williams@mainstayrecruitment.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, issuing, maintaining and training in the use of PPE**

Name: Alex Williams  
 Status: Managing Director  
 Telephone number: 01922 666 800  
 Mobile phone: 07554012598  
 Email: alex.williams@mainstayrecruitment.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: Alex Williams  
 Status: Managing Director  
 Telephone number: 01922 666 800  
 Mobile phone: 07554012598  
 Email: alex.williams@mainstayrecruitment.co.uk

## **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): Alex Williams  
 Status: Managing Director  
 Telephone extension: 01922 666 800  
 Mobile Phone: 07554012598  
 Email: alex.williams@mainstayrecruitment.co.uk

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

Main Sales Office

### **The Accident Book is located at:**

Main Sales 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	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