Policy No. 9

Health & Safety Policy

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SECTION 1: General statement of policy

Company Policy

It is the policy of the Adore Recruitment Ltd 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 Michelle Aldridge, Chief Financial & Operating Officer or Samantha Clark, Director via email to michelle.aldridge@adore-recruitment.co.uk or sam.clark@adore-recruitment.co.uk. 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 in line with Adore Recruitment's Grievance and Disciplinary Policy.

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 in the main office.

SECTION 2: Responsibilities

Ultimate responsibility for health and safety rests with the Director, with delegation of duty to Michelle Aldridge, Chief Financial & Operating Officer. 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: Samantha Clark
Status: Director
Telephone: 01268 971950
Email: sam.clark@adore-recruitment.co.uk

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

Name: Michelle Aldridge
Status: Chief Financial & Operating Officer

Telephone: 01268 971950
Email: michelle.aldridge@adore-recruitment.co.uk

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

Name: Samantha Clark
Status: Director
Telephone: 01268 971950
Email: Sam.clark@adore-recruitment.co.uk

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

Name: Michelle Aldridge
Status: Chief Financial & Operating Officer
Telephone: 01268 971950
Email: Michelle.aldridge@adore-recruitment.co.uk

Section 3: Risk assessments

1. Risk assessments will be undertaken by:

Name: Michelle Aldridge
Status: Chief Financial & Operating Officer
Telephone: 01268 971950
Email: michelle.aldridge@adore-recruitment.co.uk

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

Name: Samantha Clark
Status: Director
Telephone: 01268 971950
Email: sam.clark@adore-recruitment.co.uk

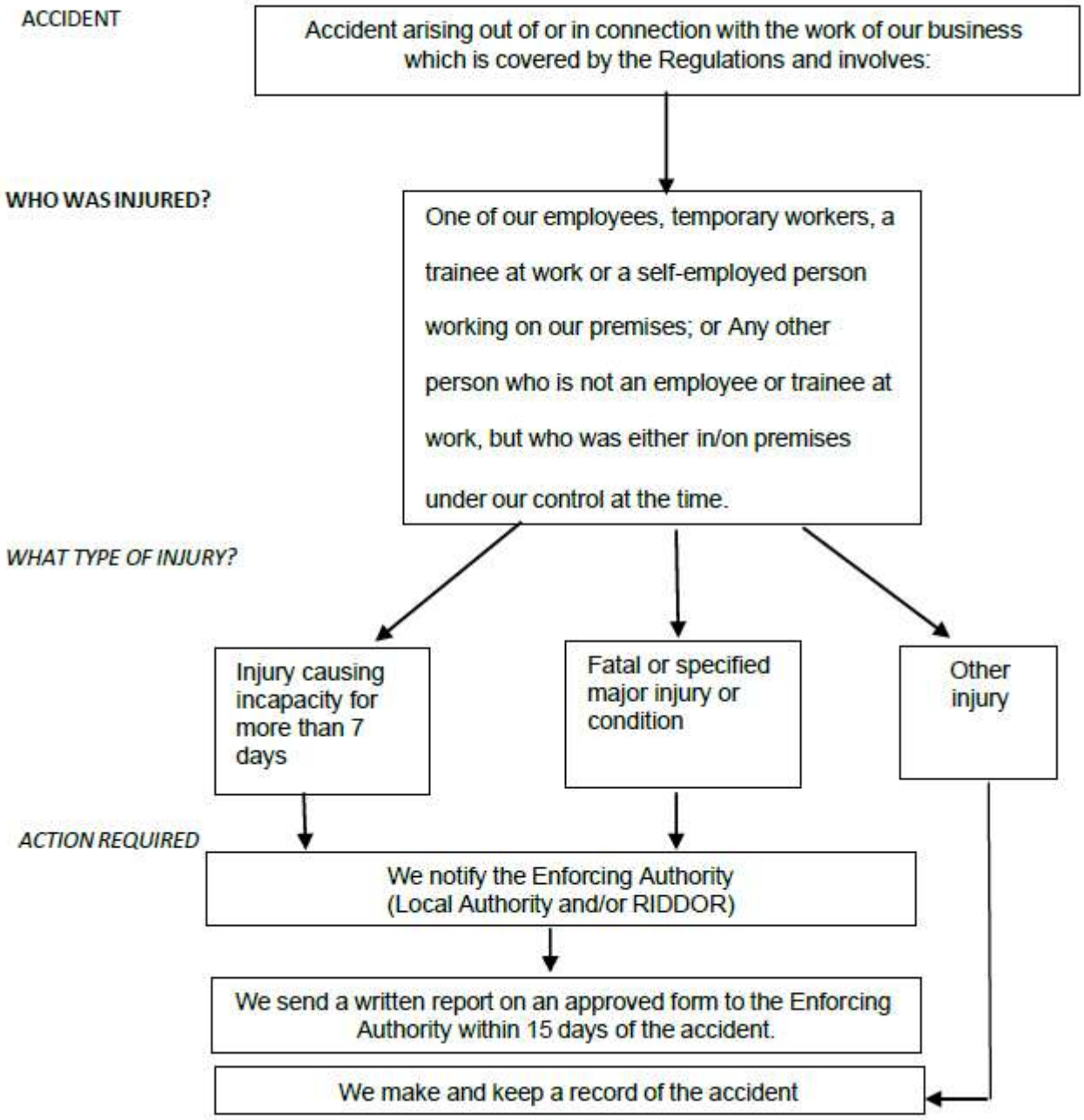
3. Action required to remove/control risks will be approved and implemented by:

Name: Michelle Aldridge
Status: Chief Financial & Operating Officer
Telephone: 01268 971950
Email: Michelle.Aldridge@adore-recruitment.co.uk

4. Risk assessments will be reviewed by:

Name: Samantha Clark
Status: Director
Telephone: 01268 971950
Email: sam.clark@adore-recruitment.co.uk

SECTION 4: Accident reporting



SECTION 5: Emergency services

1 Nearest Hospital with an Accident & Emergency Department:
Name: Basildon University Hospital
Address: Nethermayne, Basildon, Essex SS16 5NL
Telephone Number: 01268 524900 / 999 in emergency

2 Police Station
Name: Basildon Police Station
Address: Great Oaks, Basildon, Essex SS14 1EJ
Telephone Number: 01245 491491 / 999 in emergency

3 Fire Station
Name: Basildon Fire Station
Address: Broadmayne, Basildon, Essex, SS14 1EH
Telephone Number: 01376 576700 / 999 in emergency

4 Gas
Name: National Grid
Address: Warwick Technology Park, Gallows Hill, Warwick CV34 6DA
Telephone Number: 0800 111 999

5 Electricity
Name: UK Power Networks
Address: Fore Hamlet, Ipswich, IP3 8AA
Telephone Number: 0800 3163105

6 Water
Name: Anglian Water
Address: PO Box 4994, Lancin BN11 9AL
Telephone Number: 0800 771881

7 Employer Contact
Name: Michelle Aldridge
Address: Network House, Christy Way, Basildon, Essex SS15 6TR
Telephone Number: 01268 971950

SECTION 6: Fire safety

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

1. Facilities:

Escape routes are listed below and included on the building plan in appendix 1.

1) Exit through the Main entrance as you would normally leave the building.
2) Exit through ESL'S factory via the double doors and follow the yellow taped footway to the nearest Fire exit

Location, type and quantity of fire extinguishers are as follows and shown on the building plan in appendix 1:

1) 1 x Foam & 1x CO2 extinguishers on the inside of the entrance to Adore Recruitment Ltd Office
2) 1 x Foam & 1 x CO2 extinguishers located inside the main building entrance

Location of Fire Alarms within the Adore Recruit accessible area are as follows and shown on the building plan in appendix 1:

1) By the alarm panel in the main entrance area
2) Next to the factory door near the ladies' toilets

Fire alarms are:
Checked by: Communicate UK
Frequency: Annually

Smoke alarms are serviced regularly by Communicate UK including cleaning and testing.

2. Fire Safety Trained Officers:
Name: Michelle Aldridge
Status: Chief Financial & Operating Officer
Telephone: 01268 971950
Email: Michelle.aldridge@adore-recruitment.co.uk

Name: Michelle Newton
Status: Recruitment Consultant - Sales
Telephone: 01268 971950
Email: Shelly.Newton@adore-recruitment.co.uk

3. Fire Drills are the responsibility of:
Name: ESL Engineers (Basildon) Limited
Status: Building owning company
Telephone:01268 727777
Frequency: Annually as a minimum

4. Fire equipment maintenance company:
Name: Communicate UK
Address: rear of Unit 17, Redhills Road, South Woodham Ferrers, Chelmsford, Essex CM3 5UL
Telephone Number: 01245 400044
Email: info@communicateuk.co.uk

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

1. Raise the alarm if not already sounding
2. Summon the fire brigade
3. Evacuate the building – attempts to extinguish the fire should only be made if it is safe to do so

4. Assemble at the fire assembly point – next to the main gate

SECTION 7: Workplace equipment

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:
Name: Michelle Aldridge
Status: Chief Financial & Operating Officer Telephone: 01268 971950
Email: michelle.aldridge@adore-recruitment.co.uk

Frequency of Inspections:
Fixed equipment: Annually/ As required
Portable equipment: Annually/ As required
Records located at: Finance Office

Companies/Persons responsible for maintenance and repair:
Computer Hardware:
Name: OhSo Technical
Status: IT Contractor
Telephone number: 01245 251500
Email: support@ohsoit.co.uk

Fixtures & Fittings:
Name: Lorraine Caton
Status: ESL Engineers
Telephone number: 01268 727777
Email: l.caton@eslengineers.co.uk

Inspection procedure:

- All items are visually and/or functionally inspected on a regular basis or if concerns are raised.
- Users should periodically check the power supply leads for equipment that they use and report any damage/ concerns.

General rules governing the safe use of portable electrical equipment:

- All electrical items are PAT tested annually
- No extension leads should be plugged into another (known as 'daisy chain') – leads will be checked to ensure this bi-annually
- Portable heaters MUST NOT be plugged into extension leads, use of these is only permitted if plugged directly into a wall socket
- Ensure damaged/ faulty equipment is identified and removed from use without delay and professionally repaired or disposed of

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(s): Samantha Clark
Status: Director
Telephone: 01268 971950
Email: sam.clark@adore-recruitment.co.uk

Name(s): Michelle Aldridge
Status: Chief Financial & Operating Officer
Telephone: 01268 971950
Email: michelle.aldridge@adore-recruitment.co.uk

SECTION 9: Information, instruction, and supervision

Health and safety information can be found:

On the Health & Safety board next to the office entrance.

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(s): Samantha Clark
Status: Director Telephone: 01268 971950
Email: sam.clark@adore-recruitment.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(s): Michelle Aldridge
Status: Chief Financial & Operating Officer
Telephone: 01268 971950
Email: michelle.aldridge@adore-recruitment.co.uk

Any training required/ information required over and above that included on the client 's Health & Safety documentation will be provided directly by the client.

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(s): Michelle Aldridge
Status: Chief Financial & Operating Officer
Telephone: 01268 971950
Email: michelle.aldridge@adore-recruitment.co.uk

Person responsible for maintenance of PPE

Name(s): Michelle Aldridge
Status: Chief Financial & Operating Officer
Telephone: 01268 971950
Email: michelle.aldridge@adore-recruitment.co.uk

Person responsible for training in the use of PPE

Any PPE other than that listed below is loaned to the employee by the client and any specific training or understanding will be provided for upon issue.

Safety Boots
Hi-Viz Vest
Hard Hat (only if specifically required)
Goggles (only if specifically required)
Gloves (only if specifically required)

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(s): Michelle Aldridge
Status: Chief Financial & Operating Officer
Telephone: 01268 971950
Email: michelle.aldridge@adore-recruitment.co.uk

Records located at: Finance Office

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): Michelle Aldridge
Status: Chief Financial & Operating Officer
Telephone: 01268 971950
Email: michelle.aldridge@adore-recruitment.co.uk

Name(s): Samantha Clark
Status: Director
Telephone: 01268 971950
Email: sam.clark@adore-recruitment.co.uk

Mental Health First Aid

Name(s): Samantha Clark
Status: Director
Telephone: 01268 971950
Email: sam.clark@adore-recruitment.co.uk

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

On the shelf next to the office entrance, under the Health & Safety Board.

The Accident Book is located at:

On the shelf next to the office entrance, under the Health & Safety Board.

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

FIRST-AID BOX	
Sterile Gauze (3x3inch)	4
Sterile eye pads	2
Abdominal/ Combine Bandage (5x9inch)	1
Safety Pins	10
Triangle Bandage	2
Disposable Gloves	2
Scissors	1
CR Face Mask/ Cover	1
Light Stick	1
Saline Wash (15ml)	2

Tweezers	1
Micropore Tape	1
Instant Cold Compress	2
Bandage (5cmx4.5com)	1
Emergency Blanket (82x52 inch)	1
Cotton Wool	10pcs
Alcohol Wipes	30
Plasters (various sizes)	50

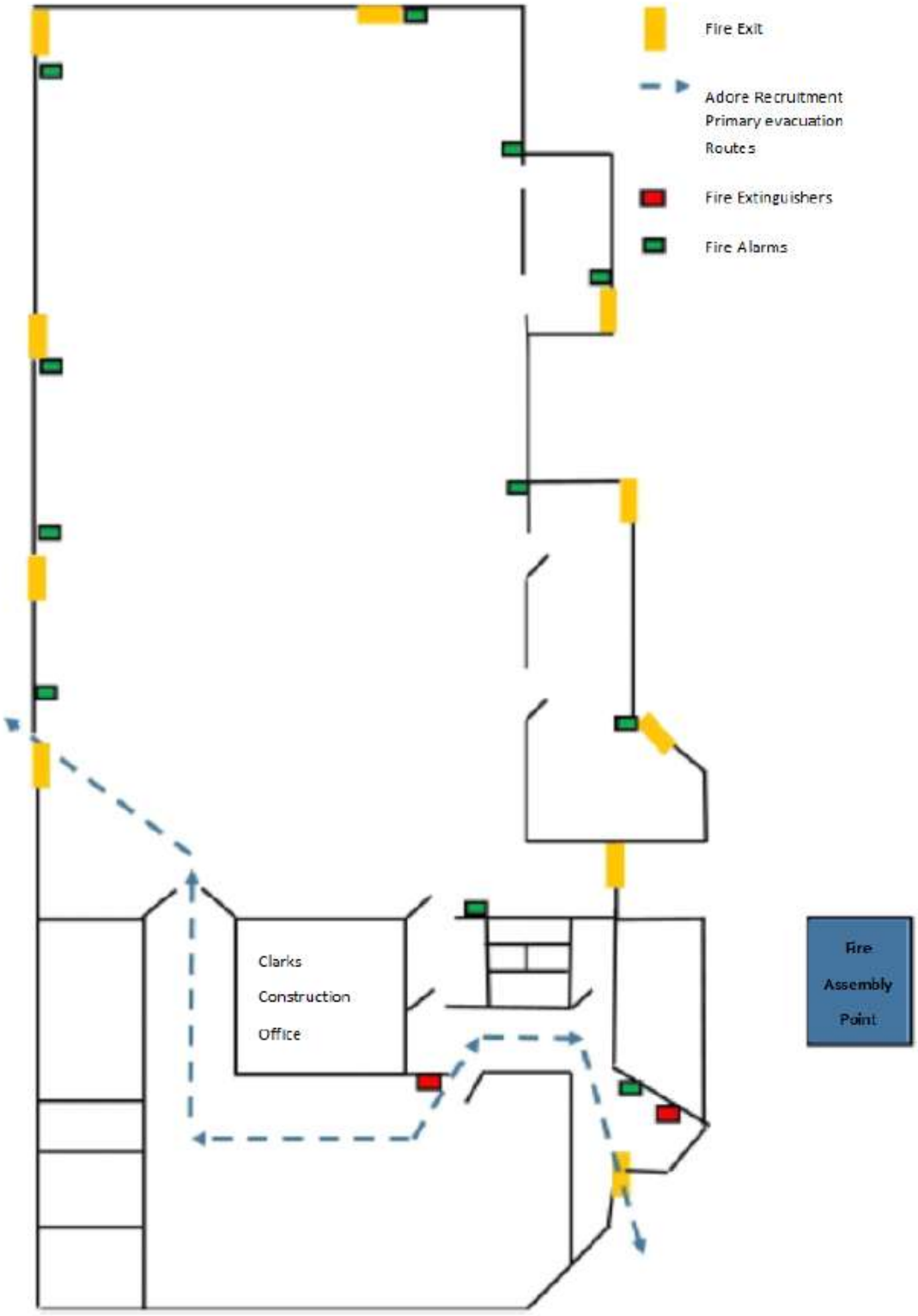
SECTION 13: Rules for visitors to the Company's premises

The rules are:

1. All visitors to the premises must abide by the documented practices and procedures as set out in this company policy.
2. All visitors must sign in using the visitor book in reception

Signed:			
Print Name:		**Date:**	

Appendix 1: Floor Plan



Essex Head Office

T 01268 971950
Network House, Christy Way
Southfields Business Park
Basildon, Essex, SS15 6TR

info@adore-recruitment.co.uk

Kent Office

T 01634 475111
Cliffe House, Anthonys Way
Medway City Estate
Rochester, Kent, ME2 4DY

www.adore-recruitment.co.uk

REC Corporate Member
ISO 9001
Adore Recruitment Ltd. Registered in England, No. 08813416
Registered Address: 255 Green Lanes, Palmers Green, London, N13 4XE