



Policy Name:	Health and Safety Policy
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SECTION 1: General statement of policy

Highgrade Recruitment Ltd

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 (Claire James, Manager) using the internal report form, which is available from (Highgrade Recruitment Ltd, Tynllwyn Farm, Ton Y Moch, Pontllanfraith, Blackwood, Caerphilly, NP12 2DT).

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 please read the 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.

SECTION 2: Responsibilities

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

Name: Claire James

Status: Manager

Telephone extension: 01495369889

Mobile Phone:07769221006

Email: Claire@highgraderecruitment.com

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

Name: Claire James

Status: Manager

Telephone extension: 01495369889

Mobile Phone: 07769221006

Email: Claire@highgraderecruitment.com

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

Name: Alan James

Status: Director

Telephone extension:

Mobile Phone: 07976407514

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

Name: Claire James

Status: Manager

Telephone extension:

Mobile Phone:07769221006

Email: Claire@highgraderecruitment.com

Section 3: Risk assessments

1. Risk assessments will be undertaken by:

Name: Claire James

Status: Manager

Telephone extension:

Mobile Phone:07769221006

Email: Claire@highgraderecruitment.com

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

Name: Claire James

Status: Manager

Telephone extension:

Mobile Phone:07769221006

Email: Claire@highgraderecruitment.com

4. Risk assessments will be reviewed by:

Name: Claire James

Status: Manager

Telephone extension:

Mobile Phone:07769221006

Email: Claire@highgraderecruitment.com

Frequency:

Annually

Section 4: Accident reporting

ACCIDENT

Accident arising out of or in connection with the work of our business which is covered by the Regulations and involves:

WHO WAS INJURED?

One of our employees, temporary workers, a trainee at work or a self-employed person working on our premises; or
Any other person who is not an employee or trainee at work, but who was either in/on premises under our control at the time.

WHAT TYPE OF INJURY?

Injury causing incapacity for more than 7 days

Fatal or specified major injury or condition

Other injury

ACTION REQUIRED

We notify the Enforcing Authority
Caerphilly County Borough

We send a written report on an approved form to the Enforcing Authority within 15 days of the accident.

We make and keep a record of the accident

SECTION 5: Emergency services

1 Nearest Hospital with a Casualty

Department:

Name: Ystrad Mynach Hospital
Address: Ystrad Fawr Way, Ystrad
Mynach, Hengoed, CF82 7EP
Telephone Number: 01443802200

2 Police Station

Name: Blackwood Police Station
Address: Blackwood Road,
Pontllanfraith, Blackwood
Telephone Number: 01633838111

5 Electricity

Name: SWALEC
Telephone Number:
0845 7045038

3 Fire Station

Name: Abercarn Fire Station
Address: Darren Drive, Prince of
Wales Ind Est
Telephone Number: 01443 232000

6 Water

Name: Dwr Cymru
Telephone Number:
0800 9175652

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
Number/location of fire extinguishers: 2 IN OFFICE
Number/location of fire alarms: 0

2. Fire Safety Training Officer:

Name: Claire James
Status: Manager
Telephone extension:
Mobile Phone:07769221006
Email: Claire@highgraderecruitment.com

3. Fire Drills are the responsibility of:

Name: Claire James
Status: Manager
Telephone: 01495 369889
Mobile phone: 07769221006
Email: claire@highgraderecruitment.com
Frequency: **6 Months**

4. Fire equipment maintenance company:

Name: Blackwood Fire Ltd
Address: Penmaen Ind Est, Blackwood, NP12 2DQ
Telephone Number: 01495 220399 **Annually**

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

Upon discovery of a fire
Raise the alarm
Exit the building
Call 999
Meet at the assembly point in the car park of FARM HOUSE
Do not return to the office until Claire James tells you to do so
Any fire equipment used will be serviced

SECTION 7: Workplace equipment

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:

Name: Claire James
Status: Manager
Telephone extension:
Mobile Phone:07769221006
Email: Claire@highgraderecruitment.com

Frequency of Inspections:

Fixed equipment: 1 electric fire - annual check
Portable equipment: PAT - **Annual test**
Records located at: Tynllwyn Farm, Ton Y Moch, Pontllanfraith,
Blackwood, Caerphilly, NP12 2DT).

Persons responsible for maintenance and repair:

Name: Claire James

Status: Manager

Telephone number: 01495 369889

Mobile phone: 07769221006

Email: claire@highgraderecruitment.com

General rules governing the safe use of portable electrical equipment:

**Annual PAT Test carried out by
Gavin Anderson**

SECTION 9: Information, instruction and supervision

Health and safety information can be found:

Notice Board in 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:

The Client's H&S Executive, Local Governing County Councils, namely:

Blaenau Gwent County Council	0844 448164
Caerphilly County Council	01443 815588
Merthyr Tydfil County Council	01685 72500
Powys County Council	0844 4481641
Torfaen County Council	01495 762200
Monmouth County Council	01633 644644
Rhondda Cynon Taff County Council	01443 570016
Newport County Council	01633 656656
Cardiff County Council	02920 872087
Bridgend County Council	01656 643643

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: Claire James
Status: Manager
Telephone extension: 01495 369889
Mobile number: 07769221006
Email: claire@highgraderecruitment.com

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: Claire James
Status: Manager
Telephone extension: 01495 369889
Mobile number: 07769221006
Email: claire@highgraderecruitment.com

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: Claire James
Status: Manager
Telephone extension: 01495 369889
Mobile number: 07769221006
Email: claire@highgraderecruitment.com

Records located at: Highgrade Recruitment Ltd, Tynllwyn Farm, Ton Y Moch, Pontllanfraith, Blackwood, Caerphilly, NP12 2DT)

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): Claire James

Status: Manager

Telephone extension: 01495 369889

Mobile Phone: 07769221006

Email: Claire@highgraderecruitment.com

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

Highgrade Recruitment Ltd, Tynllwyn Farm, Ton Y Moch, Pontllanfraith, Blackwood, Caerphilly, NP12 2DT

The Accident/Incident Book is located at: Highgrade Recruitment Ltd, Tynllwyn Farm, Ton Y Moch, Pontllanfraith, Blackwood, Caerphilly, NP12 2DT

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

The rules are:

- Highgrade will aim to minimise visitors to the company office
- visitors to the Highgrade office must park at the designated area only (parking is at your own risk and Highgrade will not be responsible for the vehicle or contents)
- visitors are not allowed to freely roam the premises where Highgrade Office is located, it is private property with commercial business
- visitors are to sign in and out using the visitors book
- when the visit is completed, visitors must leave immediately