

Health and Safety Policy

POLICY 29

01/01/2020

TIME RECRUITMENT SOLUTIONS LTD ('THE COMPANY')

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Company Name:	Time Recruitment Solutions Ltd ('the Company')
Policy:	Health and Safety Policy
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1 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 ensure the following:

- Providing and maintaining systems of work that are safe and without risk to health;
- Ensuring safety and absence of risks to health in connection with handling, storage and transport;
- Providing information, instruction, training and supervision;
- Maintaining all places of work in a safe condition;
- Providing and maintaining 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 lead to injury or damage. All such incidents must be recorded and copied to a Director or the Office Manager. Any failure to adhere to the Company Health and Safety Policy and Procedures 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.

2 Responsibilities

Ultimate responsibility for health and safety rests at director level, with delegation of duty to managerial employees. Those named must be fully aware of their duties, details of which should be included in their job description.

Employees must rectify risks to health and safety themselves where possible. Failing this, the risk must be reported straight away to a director

3 Risk assessments

Risk assessments will be carried out by our internal trainer and/or the directors and reviewed periodically.

4 Accident reporting

The Company is obliged by law to keep a record showing details of all accidents, which occur on the premises. Therefore all accidents, however minor, to both employees, workers, candidates and customers must be reported immediately. If any accidents are serious to warrant hospital treatment these must also be reported to the local authority. A RIDDOR form must be completed.

5 Emergency services

A list of emergency services is available on the notice board.

6 Fire safety

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

All staff should evacuate the building and assemble outside the 'Express Buildings' next door. A director or manager should call the Fire Service on 999 and check all members of their team have safely left the building.

7 Workplace equipment

All workplace equipment should be treated with respect and will be checked annually by a testing company.

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. In hazardous situations special training may be required.

9 Information, instruction and supervision

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.

You must ensure 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)

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.

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.

12 First-aid and medical facilities on the Companies premises

The first aid box is located in the store room and the office manager has the accident book.

13 Rules for contractors and visitors

As the employer may well be liable for the actions of contractors and visitors whilst on his premises, every step must be taken to ensure that they abide by documented practice and procedure.

Visitors

Visitors should be restricted to reception, unless escorted by an employee.

Contractors

The low risk office environment created by the day-to-day upkeep of this Health & Safety Policy means that the small number of contractors are allowed to move unrestricted in the office and take reasonable care of their own Health & Safety.