

Health And Safety Policy Statement

SECTION 1: General Statement of Policy

Company Policy

It is the policy of Val Wade Recruitment 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.

Appropriate preventative and protective measures are, and will continue to be implemented following the identification of work-related hazards and assessment of the risks related to them. 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 Company accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

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 herein and in associated health and safety documented records.

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

Company's responsibility

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 and storage;
- Providing information, instruction, training and supervision;
- Maintaining all places of work in a safe condition;
- Providing and maintaining a safe working environment.

Your responsibility

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;
- Reporting incidents that have lead to injury or damage;
- All such incidents must be recorded and copied to the Managing Director using the internal report form. 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;
- Adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.

Accidents

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, candidates, clients or suppliers 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.

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 wall beside both emergency exits.

Val Wade Recruitment
3 Hanover Square
London
W1S 1HD

Signed (for and on behalf of employer)

Val Wade, Managing Director

Date

SECTION 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.

- 1. Overall and final responsibility within the organisation rests with**
 Val Wade
 Managing Director
- 2. Person responsible for execution of the policy at**
 3 Hanover Square
 Val Wade
 Managing Director
- 3. Person who will deputise**
 Emma Darbyshire
 Manager – Temporary Division

4. **Employees must rectify risks to health and safety themselves where possible. Failing this, the risk must be reported straight away to the appropriate person named above.**
5. **Person responsible for safety training**
Serbjit Cranfield
Permanent Consultant
6. **Person responsible for investigating accidents and dangerous occurrences**
Val Wade
Managing Director

SECTION 3: Medical Facilities

First Aid requirements must be met every working hour of the day for all employees whether working at the designated establishment or away. Employees must be made aware of the provision, and records must be kept of treatment administered.

1. **Appointed contact for First Aid**
Val Wade
Managing Director
2. **First Aid Box is located in:**
Kitchen at 3 Hanover Square
3. **The Accident Book is located in:**
Kitchen at 3 Hanover Square

FIRST AID FACILITIES ARE NOT PROVIDED FOR NON-EMPLOYEES

SECTION 4: Emergency Services

- | | |
|--|--|
| <ol style="list-style-type: none">1 Nearest Hospital with a Casualty Department
UCL Hospital NHS Foundation
250 Euston Road
London
NW1 4PQ
Tel: 0845 155 5000 | <ol style="list-style-type: none">5 Electricity
EDF Energy
PO Box 61
Plymouth
PL3 5YL
Tel: 0800 028 0247 |
| <ol style="list-style-type: none">2 Police Station
West End Central
27 Savile Row
London
W1
Tel: 020 7486 1212 | <ol style="list-style-type: none">6 Water
Report issues to Managing Agent:
Goodman Mann Broomhall
118 Piccadilly
London W1J 7NW
Tel: 020 7409 2484
Contact: Mark Goodenough |
| <ol style="list-style-type: none">3 Fire Station
London Fire Brigade
8 Albert Embankment
SE1 7SP
Tel: 020 7587 2000 | |

4 Gas
Report issues to Managing Agent:
Goodman Mann Broomhall
118 Piccadilly
London W1J 7NW
Tel: 020 7409 2484
Contact: Mark Goodenough

7 Employer Contact
Val Wade
Mobile: 07802 608230

SECTION 5: Fire Safety

It is essential that adequate equipment and staff training is provided on this subject. Guidance can be obtained from your local fire service or reference to the Fire Certificate (if appropriate).

- 1. Facilities**
Number/location of escape routes: 2 (Exit via front door or back door)
Number/location of fire extinguishers: 3 (By both exit doors and outside kitchen)
Number/location of fire alarms: 2 (By both exit doors)
Checked by: Metro arranged via Managing Agent
Frequency: Weekly
- 2. Fire Safety Training Officer/Warden**
Val Wade
Managing Director
- 3. This company is exempt from requiring a fire certificate.** This is held by Managing Agent.
- 4. Fire Drills**
Frequency: 6 Monthly
Responsibility of: Managing Agent
- 5. Fire Equipment Maintenance Company**
GDT Fire Extinguishers Ltd
Tel: 01895 835383
- 6. Rules/Procedure in the Event of a Fire**

FIRE INSTRUCTIONS

If you discover a fire

- 1 Operate the nearest fire alarm point immediately
- 2 CALL 999 ASK FOR THE FIRE BRIGADE
- 3 Give the precise location of the fire
- 4 3 HANOVER SQUARE, LONDON, W1
- 5 Attack the fire if possible with appliances provided and without taking personal risks

FIRE ALARM EVACUATION PROCEDURE

- 1 THE GENERAL EVACUATION SIGNAL is a continuous ringing of the alarm bells on hearing which ALL persons will leave the building and proceed to the assembly point in

HANOVER SQUARE GARDEN

Note: The fire warden or his/her deputy will take charge of any evacuation and ensure no one is left in the area.

- 1 Proceed to the assembly point quickly but without panic or running.

- 2 Use the nearest available exit
- 3 Do not use the lift
- 4 Do not stop to collect personal belongings
- 5 Do not re-enter the building until told it is safe to do so.

SECTION 6: 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.

Person(s) Responsible for Training

Val Wade
Managing Director

SECTION 7: Advice & Consultancy

If any advice is required please contact Val Wade, Managing Director.

SECTION 8: Electrical Equipment

Simple common sense rules will reduce the risk of injury or death from electrical shock. All electrical equipment should be treated with respect and checked regularly.

Responsibility for Inspecting Electrical Equipment

Name/Electrical Contractor: James Electrical/James Rowe
Tel: 01252 835127

Frequency of Inspections

Fixed equipment: 10 yearly via Managing Agent
Portable equipment: 2 yearly
Records located at: 3 Hanover Square for portable equipment