

# Health and Safety Policy

2020

valwade  
RECRUITMENT



## Health and Safety 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.

Val Wade Recruitment accepts its responsibility for health and safety of other persons who may be affected by Val Wade Recruitment's activities.

Following the identification of work related risks and hazards, Val Wade Recruitment will take preventative and protective measures. It is also the policy of Val Wade Recruitment to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. Val Wade Recruitment 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 Val Wade Recruitment. To ensure this, the policy and its effectiveness will be reviewed annually.

## Val Wade'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.

## Staff 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 Val Wade Recruitment 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 Val Wade - Managing Director using the internal report form, which is available from the Company's Hand Book. 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

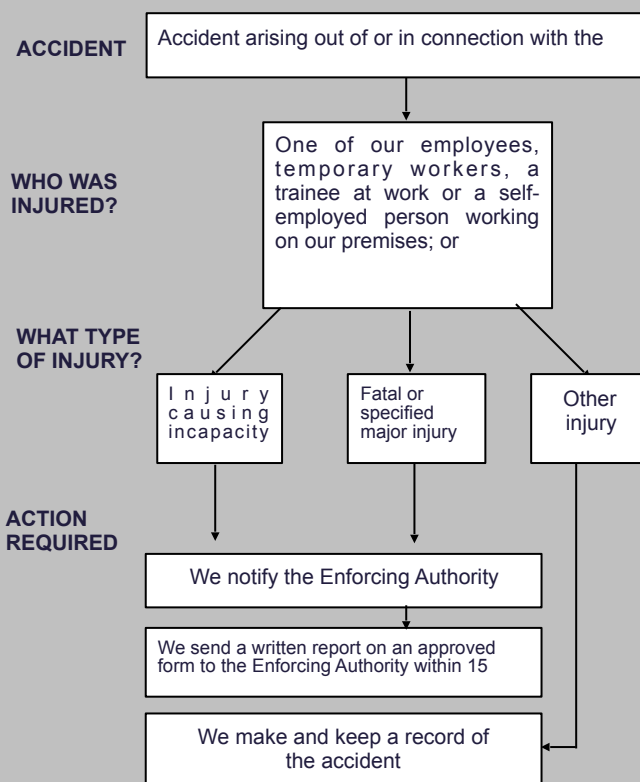
Ultimate responsibility for health and safety rests with the Board of Directors, with delegation of duty to managerial employees and/or Head of Departments. Those named must be fully aware of their duties, details of which should be included in their job description.

1. Overall and final responsibility within Val Wade Recruitment rests with:  
Name: Val Wade  
Status: Managing Director  
Telephone extension: 0207 355 2772  
Email:val@valwade-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: Val Wade  
Status: Managing Director  
Telephone extension: 0207 355 2772  
Email:val@valwade-recruitment.co.uk
3. In the absence of the person named in 2 (above), s/ he will be deputised by:  
Name: Emma Darbyshire  
Status: Manager  
Telephone extension: 0207 355 2772  
Email:emmad@valwade-recruitment.co.uk
4. In the event of accidents and dangerous occurrences, such incidents should be reported to:  
Name: Val Wade  
Status: Managing Director  
Telephone extension: 0207 355 2772  
Email:val@valwade-recruitment.co.uk

## Section 3: Risk assessments

1. Risk assessments will be undertaken by:  
Name: Colleen Paulse  
Status: Office Manager  
Telephone extension: 0207 355 2772  
Email: colleen@valwade-recruitment.co.uk
2. The findings of the risk assessments will be reported to:  
Name: Val Wade  
Status: Managing Director  
Telephone extension: 0207 355 2772  
Email:val@valwade-recruitment.co.uk
3. Action required to remove/control risks will be approved and implemented by:  
Name: Colleen Paulse  
Status: Office Manager  
Telephone extension: 0207 355 2772  
Email: colleen@valwade-recruitment.co.uk:
4. Risk assessments will be reviewed by:  
Name: Colleen Paulse  
Status: Office Manager  
Telephone extension: 0207 355 2772  
Email: colleen@valwade-recruitment.co.uk  
Frequency: Every 6 months

## Section 4: Accident Reporting



## Section 5: Emergency services

**1 Nearest Hospital with a Casualty Department:**

Name: UCH Hospital  
Address: 235 Euston Road London NW1 2BU  
Telephone Number: 0203 456 7890

**2 Police Station**

Name: West End Central  
Address: 27 Savile Row W1S 2EX  
Telephone Number: 999 - non emergency 101

**3 Fire Station**

Name: Soho Fire Station  
Address: 126 Shaftesbury Avenue  
London W1D 5ET  
Telephone Number: 0208 555 1200

**4 Gas**

N/A

**5 Electricity**

N/A

**6 Water**

N/A

**7 Employer Contact**

Name: Val Wade  
Status: Managing Director  
Telephone extension: 0207 355 2772  
Email: [val@valwade-recruitment.co.uk](mailto:val@valwade-recruitment.co.uk)

## Section 6 : Fire safety

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

Facilities:

Managing Agent

Fire Safety Training Officer:

Val Wade

Fire Drills are the responsibility of:

Managing Agent

4. Fire equipment maintenance company:

Managing Agent

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

Managing Agent

## Section 7: Workplace equipment

All workplace equipment should be treated with respect and checked regularly.

Subject to an annual PAT inspection on all electrical equipment.

## 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 Val Wade Recruitment

Name(s):

Status:

Telephone extension:

Mobile:

Email:

In hazardous environments special training may be required.

Person(s) responsible for special training

Name(s):

Status:

Area of training:

Telephone extension:

Mobile:

Email:

## Section 9: Information, instruction and supervision

Health and safety information can be found:

(Add location)

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):

Status:

Telephone extension:

Mobile:

Email:

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:

Status:

Telephone extension:

Mobile:

Email:

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:

Status:

Telephone extension:

Mobile:

Email:

## Section 10: 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:

Status:

Telephone extension:

Mobile:

Email:

Records located at: (Add location)

## Section 11: First-aid and medical facilities on Val Wade Recruitment'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): Emma Darbyshire

Status: Manager

Telephone extension: 0207 355 2772

Email: emmad@valwade-recruitment.co.uk

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

Office Store Cupboard

The Accident Book is located at:

Office Store Cupboard

**The following is a guide to the contents of  
Val Wade Recruitment'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 (approx. 12 x 12cm)	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