

Model Health and Safety Policy

Stream Recruitment ("Company")

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11/01/2023

Cai Messenger
Managing Director

SECTION 1: General statement of policy

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 to meet the aims of the Company.

The allocation of duties for safety matters, the identity of competent persons appointed with 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 them 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 Cai Messenger – Managing Director using the internal report form, which is available from our Internet – Employee Forms file. Any failure to adhere to this policy and the procedures set out in it will be considered a serious disciplinary offence.

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 Director, with delegation of duty to 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 the Company rests with:

Name: Cai Messenger
Status: Managing Director
Telephone: 01173 291 030
Mobile Phone: 07779 590 522
Email: cmessenger@streamrecruitment.co.uk

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

Name: Cai Messenger
Status: Managing Director
Telephone: 01173 291 030
Mobile Phone: 07779 590 522
Email: cmessenger@streamrecruitment.co.uk

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

Name: Megan Lewis
Status: Office Manager
Telephone: 01173 291 030
Mobile Phone: 07528 536 808
Email: mlewis@streamrecruitment.co.uk

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

Name: Cai Messenger
Status: Managing Director
Telephone: 01173 291 030
Mobile Phone: 07779 590 522
Email: cmessenger@streamrecruitment.co.uk

Section 3: Risk assessments

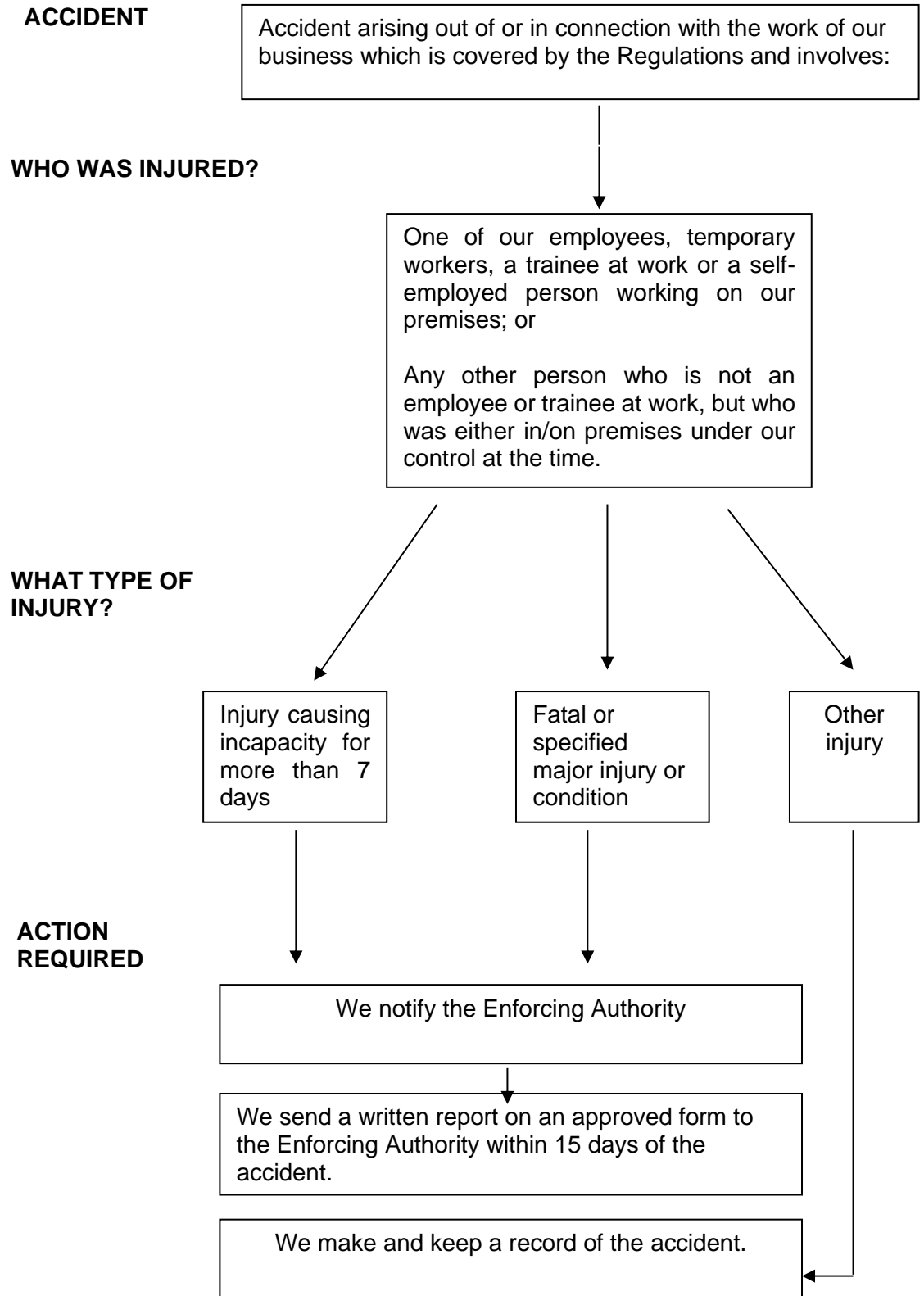
1. Risk assessments will be undertaken by:

Name: Megan Lewis
Status: Office Manager
Telephone: 01173 291 030
Mobile Phone: 07528 536 808
Email: mlewis@streamrecruitment.co.uk

2. Risk assessments will be reviewed by:

Name: Cai Messenger
Status: Managing Director
Telephone: 01173 291 030
Mobile Phone: 07779 590 522
Email: cmessenger@streamrecruitment.co.uk

Section 4: Accident reporting



SECTION 5: Emergency services

1 Nearest Hospital with a Casualty Department:

Name: Bristol Royal Infirmary
Address: Upper Maudlin St, Bristol BS2 8HW
Telephone Number: 0117 342 1000

2 Nearest Police Station

Name: Bridewell Police Station - Avon and Somerset Police
Address: One Bridewell Street, Bridewell St, Bristol BS1 2AA
Telephone Number: 0117 998 9112

3 Nearest Fire Station

Name: Avon Fire and Rescue
Address: Temple Fire Station Temple Back Bristol BS1 6EU
Telephone Number: 0117 926 2061

SECTION 6: Fire safety

- Orega oversees the comprehensive execution of fire risk assessments.
- Orega conducts inspections of escape routes, with clear signage on all office fire doors.
- Orega is responsible for the upkeep and regular maintenance of fire extinguishers, conveniently positioned adjacent to office entrance doors.
- Orega diligently tests fire alarms monthly.
- Orega ensures the routine testing of emergency evacuation procedures.

SECTION 7: Workplace equipment

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:

Name: Cai Messenger
Status: Managing Director
Telephone: 01173 291 030
Mobile Phone: 07779 590 522
Email: cmessenger@streamrecruitment.co.uk

- The Managing Director will be responsible for identifying all equipment needing maintenance.
- The Managing Director will be responsible for ensuring effective maintenance procedures are drawn up.
- The Managing Director will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to the Managing Director.
- The Managing Director will check that new equipment meets health and safety standards before it is purchased.

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: Cai Messenger

Status: Managing Director
Telephone: 01173 291 030
Mobile Phone: 07779 590 522
Email: cmessenger@streamrecruitment.co.uk

SECTION 9: Information, instruction and supervision

Health and safety information can be found:

Internal Intranet – Employee documentation

Where employees 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: Cai Messenger
Status: Managing Director
Telephone: 01173 291 030
Mobile Phone: 07779 590 522
Email: cmessenger@streamrecruitment.co.uk

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: Cai Messenger
Status: Managing Director
Telephone: 01173 291 030
Mobile Phone: 07779 590 522
Email: cmessenger@streamrecruitment.co.uk

Person responsible for training in the use of PPE

Name: Cai Messenger
Status: Managing Director
Telephone: 01173 291 030
Mobile Phone: 07779 590 522
Email: cmessenger@streamrecruitment.co.uk

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: Cai Messenger
Status: Managing Director
Telephone: 01173 291 030
Mobile Phone: 07779 590 522
Email: cmessenger@streamrecruitment.co.uk

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 aid box(es) is securely stored at Orega's main Reception Desk.
- Orega designates appointed personnel and first aiders.
- Orega maintains the accident book for recording all incidents of workplace accidents and work-related illnesses.
- The Managing Director assumes responsibility for reporting accidents, diseases, and dangerous occurrences to the relevant enforcing authority.

Name: Cai Messenger

Status: Managing Director

Telephone: 01173 291 030

Mobile Phone: 07779 590 522

Email: cmessenger@streamrecruitment.co.uk