



Health & Safety Policy



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SECTION 1: General statement of policy

Company Policy

It is the policy of BCC Recruitment Ltd 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 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 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 Jadon Connis- Operations Director using the internal report form, which is available by emailing jadon@firegroup.uk. 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. 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 the Company rests with:
Name: Jadon Connis, Rodney Burt, Mike Carter: Status: Board of Directors
Telephone extension: 02381550227 Email: temps@firegroup.uk
2. Person responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:
Name: Jadon Connis Status: Director
Mobile Phone: 07821867108 Email: jadon@firegroup.uk
3. In the absence of the person named in 2 (above), s/he will be deputised by:
Name: Jadon Connis Status: Director
Telephone extension:
Mobile Phone: 07821867108 Email: jadon@firegroup.uk
4. In the event of accidents and dangerous occurrences, such incidents should be reported to:
Name: Jadon Connis Status: Director
Mobile Phone: 07821867108 Email: jadon@firegroup.uk

Section 3: Risk assessments

1. Risk assessments will be undertaken by:
Name: Jadon Connis Status: Director
Telephone extension:
Mobile Phone: 07821867108 Email: jadon@firegroup.uk
2. The findings of the risk assessments will be reported to:
Name: Jadon Connis
Status: Director
Director Telephone extension:
Mobile Phone: 07821867108 Email: jadon@firegroup.uk
3. Action required to remove/control risks will be approved and implemented by: Name: Jadon Connis Status: Operations Director Telephone extension:
Mobile Phone: 07821867108 Email: jadon@firegroup.uk
4. Risk assessments will be reviewed by:
Name: Jadon Connis Status: Director
Telephone extension: Mobile Phone: 07821867108 Email: jadon@firegroup.uk

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Step 3 – Appeal

1. If the employee does wish to appeal, s/he must inform the Company within 5 working days of receiving the decision, and on doing so the Company will invite him/her to attend a further meeting.
2. The appeal meeting may not necessarily take place before the dismissal or disciplinary action takes effect, but it will be arranged within a reasonable period of time.
3. The appeal will be dealt with by a more senior manager than at the Step 2 meeting. Where this is not practicable, the company will hear the appeal and decide the case as impartially as possible.
4. After the appeal meeting, the Company will inform the employee of its final decision in writing, as soon as reasonably possible (but normally within one week of the meeting). The Company may uphold or revoke the original decision or substitute a different penalty.

GRIEVANCE PROCEDURE

If an employee has a problem or concern about their work, working conditions or a relationship with a colleague, they should aim to settle their grievance informally with their line manager.

If an employee's grievance cannot be settled informally, or a formal approach is preferable, the employee should raise it formally with management by following the procedure below.

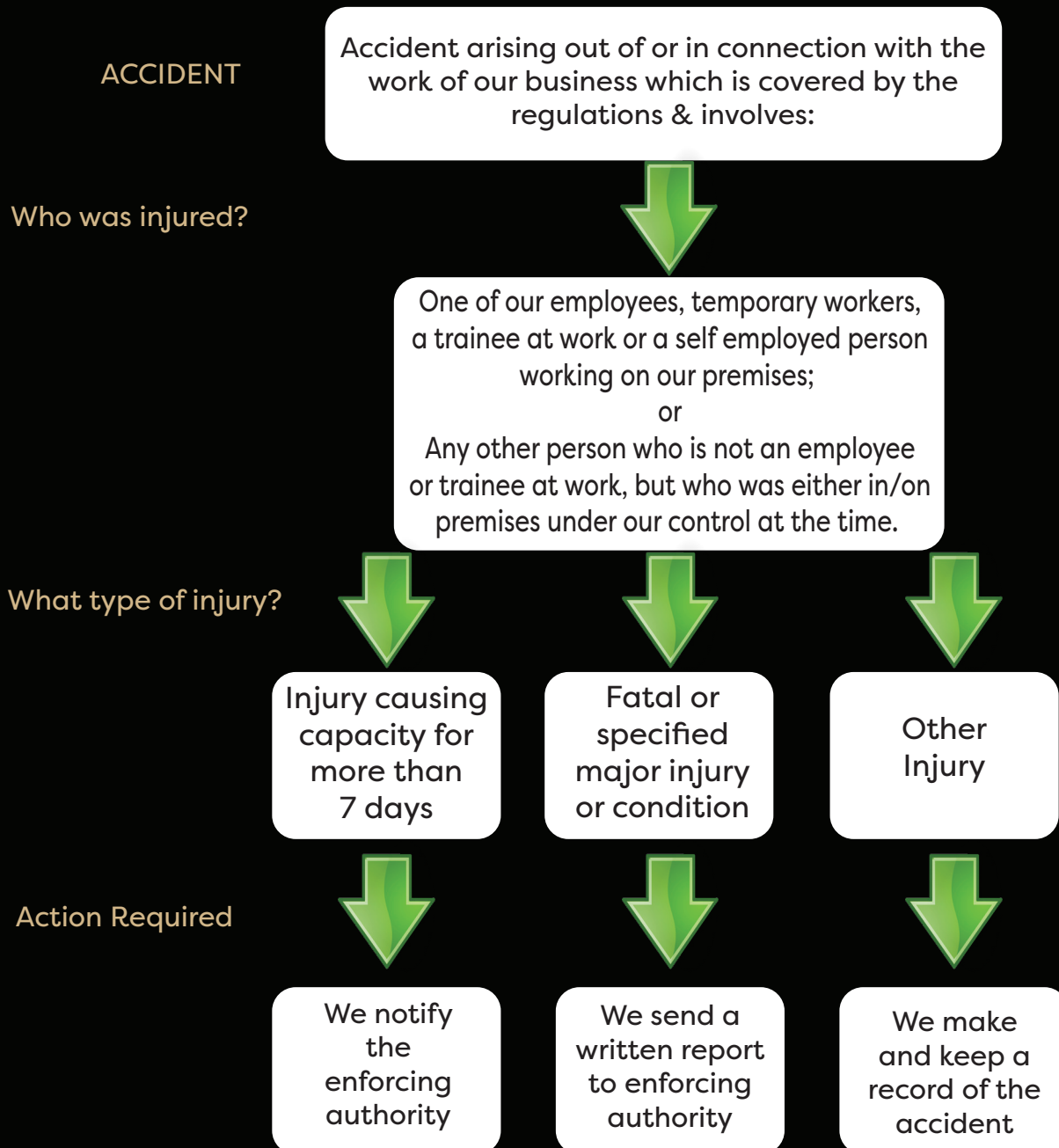
Step 1 – Written statement

The employee must set out their grievance in writing and send this statement to your line manager unless your grievance concerns your line manager in which case the grievance should be submitted to Human Resources. Include facts, dates, a chronology and names of individuals, as appropriate. The subject heading should be marked as "Formal Grievance".

Step 2 – Meeting

1. The company will invite the employee to attend a meeting to discuss the grievance, normally within 5 days, but longer where it is necessary to undertake an investigation to establish the facts or it is otherwise impracticable.
2. The meeting will not take place unless:
 - o the employee has informed the Company of the basis for the grievance in writing; and
 - o the Company has had a reasonable opportunity to consider its response to that information
3. After the meeting the Company will inform the employee of its decision, as soon as reasonably practicable (but normally within one week of the meeting), and the Company will notify the employee of his right to appeal if he is not satisfied with it.

Accident Reporting



SECTION 5: Fire safety (All our offices are in serviced buildings)

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

Room 42-43 Royal Mail House is owned and maintained by Landene LTD al

SECTION 6: Workplace equipment. Landene LTD

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

Responsibility for inspecting all workplace equipment:

Name: Jadon Connis Status: Director

Location/address: Room 42-43 Royal Mail House, SO14 3FD

Frequency of Inspections:

Fixed equipment: As and when Portable equipment: PAT done yearly.

Records located at: Recorded by Jadon Connis

Companies/Persons responsible for maintenance and repair:

Name: Jadon Connis Status: Director

Telephone number:07821867108 Mobile phone:

Email: jadon@firegroup.uk

Inspection procedure:

General rules governing the safe use of portable electrical equipment:

SECTION 7: 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(s): Michael Carter (IOSH)

Status: Director

Mobile phone: 07786288383

Email: mike@firegroup.uk

No Hazardous chemicals on site so COSHH training not required.

SECTION 8: Information, instruction and supervision Health and safety information can be found:

Room 42-43 Royal Mail House, So14 3FD

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): Jadon Connis

Status: Director

Mobile number:07821867108

Email: jadon@firegroup.uk

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(s): Jadon Connis
Status: Director
Mobile number:07821867108
Email: jadon@firegroup.uk

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(s): Jadon Connis
Status: Director
Mobile number:07821867108
Email: jadon@firegroup.uk

SECTION 9: 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.

We do not use any PPE in any of our serviced offices.

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.

Name(s): Jadon Connis Status: Operations Director Telephone extension:
Mobile number:07821867108 Email: jadon@firegroup.uk

Section 11: 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): Rodney Burt
Email: Rodney@firegroup.uk

First-Aid Box/First Aid Room is located at:
Front of office
The Accident Book is located at:
As above

First-Aid Boxes

Contents

- 1 x Guidance Card
- 20 x Individually wrapped sterile adhesive dressings (assorted sizes) detectable for food handlers
- 2 x Sterile eye pads
- 4 x Individual wrapped triangular bandages
- 6 x Safety Pins
- 6 x Medium sized individually wrapped sterile unmedicated wound dressings
- 2 x Large sterile individually wrapped unmedicated wound dressings (approx 18cm x 18cm)
- 1 x Disposable Gloves

Travelling First-Aid Kits

Contents

- 1 x Guidance Card
- 6 x Individually wrapped sterile adhesive dressings (assorted sizes) detectable for food handlers
- 2 x Sterile eye pads
- 2 x Individual wrapped triangular bandages
- 2 x Safety Pins
- 6 x Medium sized individually wrapped sterile unmedicated wound dressings
- 1 x Large sterile individually wrapped unmedicated wound dressings (approx 18cm x 18cm)
- 1 x Disposable Gloves