



1-1 recruitment

Health & Safety Policy Statement

Introduction

This is a statement of policy by 1-1 Recruitment Ltd of its intentions, organisation and arrangements for ensuring the health and safety of its employees and visitors whilst working in our offices.

Statement of Intent

1-1 Recruitment's policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings. 1-1 Recruitment Ltd recognises its duty to comply with the Health and Safety at Work Act 1974.

Objectives

In order to achieve compliance with the statement of policy, 1-1 Recruitment Ltd has set the following objectives:

- to set and maintain high standards for health and safety at its offices;
- to identify risks and set in place programmes to remove or reduce these risks;
- to ensure that these standards are communicated to all employees;
- to ensure that all staff have the necessary information, instruction and training to enable them to work in a safe manner;
- to ensure the dissemination and discussion of relevant information on health and safety issues;
- to promote and to encourage health and safety awareness of employees;
- to monitor its operation at each office.

Responsibilities

To ensure the welfare of all staff, the avoidance of accidents, and the promotion of safe workplaces, the following responsibilities have been established.

Directors

The Directors are responsible for:

- keeping the Company Health and Safety Policy under review and ensuring that it is revised as and when necessary;
- monitoring the policy's implementation, and setting targets or objectives where appropriate;
- ensuring that the relevant resources are made available to enable the policy to be implemented.

Administrator

The Administrator(s) is the nominated Competent Person and is responsible for:

- day to day implementation of the Health and Safety Policy;
- communicating the Company policy on all health and safety matters within the work area;
- encouraging all personnel to be involved in matters of health and safety;
- ensuring that all new staff are properly informed, including being given an awareness of all precautions and procedures applicable to the job, along with the emergency procedures (this includes any temporary or agency staff working in the offices);
- carrying out periodic inspections to identify unsafe equipment, working conditions, practices and fire hazards. Making reports of findings and recommendations regarding the remedying of any defects;
- carrying out risk assessments;
- ensuring that any legal requirement relating to the operation of the company is fully complied with, including, (but not limited to):
- inspection of all fire fighting equipment
- safe use of electrical switches and circuits
- provision of first aid equipment
- arrangements for cleaning and disposal of rubbish etc
- storage facilities
- security arrangements
- display screen equipment use
- assisting with accident investigation;
- consulting with all staff on all issues of health and safety;
- reporting on progress of the policy to the Director.

Individual Responsibilities

All employees are required to:

- co-operate in implementing the requirements of all Health and Safety legislation, related codes of practice and safety instructions;
- refrain from doing anything which constitutes a danger to themselves or others;
- immediately bring to the attention of their manager any situations or practices that are noted which may lead to injuries or ill health;
- ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored;
- be responsible for good housekeeping in the area in which they are working;
- report all accidents, incidents, dangerous occurrences and near misses, in accordance with 1-1 Recruitment Ltd guidance.

External Tradespeople and Temporary Workers

All external tradespeople working in 1-1 Recruitment offices are required to comply with the appropriate rules and regulations governing their own work activities. These contractors are

legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

Temporary workers fall under the same regulations as permanent staff and as such will be given the necessary instructions upon joining the company.

Communication

The name of the person designated with the responsibility for health and safety at each 1-1 Recruitment office is to be prominently displayed for the information of all employees.

Consultation and Training

The Director is committed to involving employees at all levels in the maintenance of health and safety standards and to provide them with adequate information, instruction and training. External Health and Safety consultants may be used to provide professional health, safety and occupational advice, if required.

Policy Review

The effectiveness of the general policy statement and other specific policies in use throughout the Company will be regularly reviewed and revised as and when necessary.

Date:
October 2008