

## **Newstaff Health and Safety Policy Statement**

### **SECTION 1: General Statement of Policy**

#### **Company Policy**

It is the policy of the Company to provide and maintain safe and health 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, storage and transport;
- 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 Office Manager 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 and customers 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.

## 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.

## **Name of Organisation**

**Newstaff Employment Services Ltd**

## **Address**

2-12 Victoria Street Luton LU1 2UA

## **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**

Name: Marius Jansen  
Status: Director  
Location: Head Office Luton

### **2. Person responsible for execution of the policy**

Name: Jonathan Gurney  
Status: Operations Manager  
Location: Head Office Luton

### **3. Person who will deputise**

Name: Laura Keating  
Status: Division Manager  
Location: Head Office Luton

### **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**

Name: Jonathan Gurney  
Status: Operations Manager  
Location: Head Office Luton

### **6. Person responsible for investigating accidents and dangerous occurrences**

Name: Marius Jansen  
Status: Director  
Location: Head Office Luton

## **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. First-Aiders**

Name(s): Jonathan Gurney

**2. First Aid Box/First Aid Room is located at:**

Location: Kitchen Area

**3. The Accident Book is located at:**

Location: Kitchen Area ( above first aid box )

\*FIRST AID FACILITIES ARE/ARE NOT PROVIDED FOR NON-EMPLOYEES

## **SECTION 4: Emergency Services**

**1 Nearest Hospital with a Casualty Department**

Name: Luton & Dunstable Hospital  
Address: Lewsey Rd, Luton, LU4 0DZ  
Telephone Number: 0845 1270127

**2 Police Station**

Name: Luton  
Address: Buxton Road, Luton LU4 0DS  
Telephone Number: 01582 401212

**5 Electricity**

Name: Kirkby & Diamond  
Address: 1 Union Street  
Telephone Number: 01582 738866

**3 Fire Station**

Name: Luton  
Telephone Number: 999

**6 Water**

Name: Kirkby & Diamond  
Address: 1 Union Street  
Telephone Number: 01582 738866

**4 Gas**

Name: Kirkby & Diamond  
Address: 1 Union Street  
Telephone Number: 01582 738866

## **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  
Number/location of fire extinguishers: 4  
Number/location of fire alarms: 3  
Checked by: Facilities Manager (Kirkby and Diamond)  
Frequency: Weekly

**2. Fire Safety Training Officer**

Name: Jonathan Gurney  
Status: Operations Manager  
Location: Head Office Luton

**3. This company isn't exempt from requiring a fire certificate.**

**4. Fire Drills**

Frequency: Weekly

Responsibility of: Kirkby and Diamond

**5. Fire Equipment Maintenance Company**

Name: ADT

Address: c/o Kirkby and Diamond

Telephone Number: 01582 738866

**6. Rules/Procedure in the Event of a Fire**

Meet at safety point located in the rear car park.

## **SECTION 6: 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 Training**

Name: Jonathan Gurney

Status: Operations Manager

Area of training: All Health and Safety procedures

## **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: Instalec ( Via Kirkby and Diamond)

Location/address: Luton

Telephone Number: 01582 738866

### **Frequency of Inspections**

Fixed equipment: Yearly

Portable equipment: Yearly

Records located at: Luton Office

## **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: Jonathan Gurney  
Status: Operations Manager  
Location: Luton Head Office

### **Person responsible for Training in the Use of PPE**

Name: Jonathan Gurney  
Status: Operations Manager  
Location: Luton Head Office