

IntegrityPlus

YOUR RECRUITMENT EXPERTS

Model Policy No.	11
Model Policy Name:	Model Health and Safety Policy
Date:	October 2012
Version:	Updated 16.8.2021 reviewed 26.11.24

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 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 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 Lee Dickings or Sam Baskerville using the internal report form, which is available from shared drive. 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 see policy in shared drive.

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 Lee Dickings. 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: Sam Baskerville
Status: Director
Telephone extension: 01775 821784
Mobile Phone: 07885 201407
Email: samantha@integrityplus.co.uk

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

Name: Sam Baskerville
Status: Director
Telephone extension: 01775 821784
Mobile Phone: 07885 201407

Email: samantha@integrityplus.co.uk

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

Name: Lee Dickings
Status: General Manager
Telephone extension: 01775 821784
Email: Lee@integrityplus.co.uk

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

Name: Lee Dickings or Sam Baskerville
Status: General Manager and Director
Telephone extension: 01775 821784
Mobile Phone: 07885 201407 (Sam Baskerville)
Email:samantha@integrityplus.co.uk

Section 3: Risk assessments

1. Risk assessments will be undertaken by:

Name: Sam Baskerville or Lee Dickings
Status: Director
Telephone extension: 01775 821784
Mobile Phone:07885 201407
Email: samantha@integrityplus.co.uk

2. The findings of the risk assessments will be reported to:

Name: Sam Baskerville or Lee Dickings
Status:Director and General Manager
Telephone extension:
Mobile Phone: 01775 821784
Email:samantha@integrityplus.co.uk

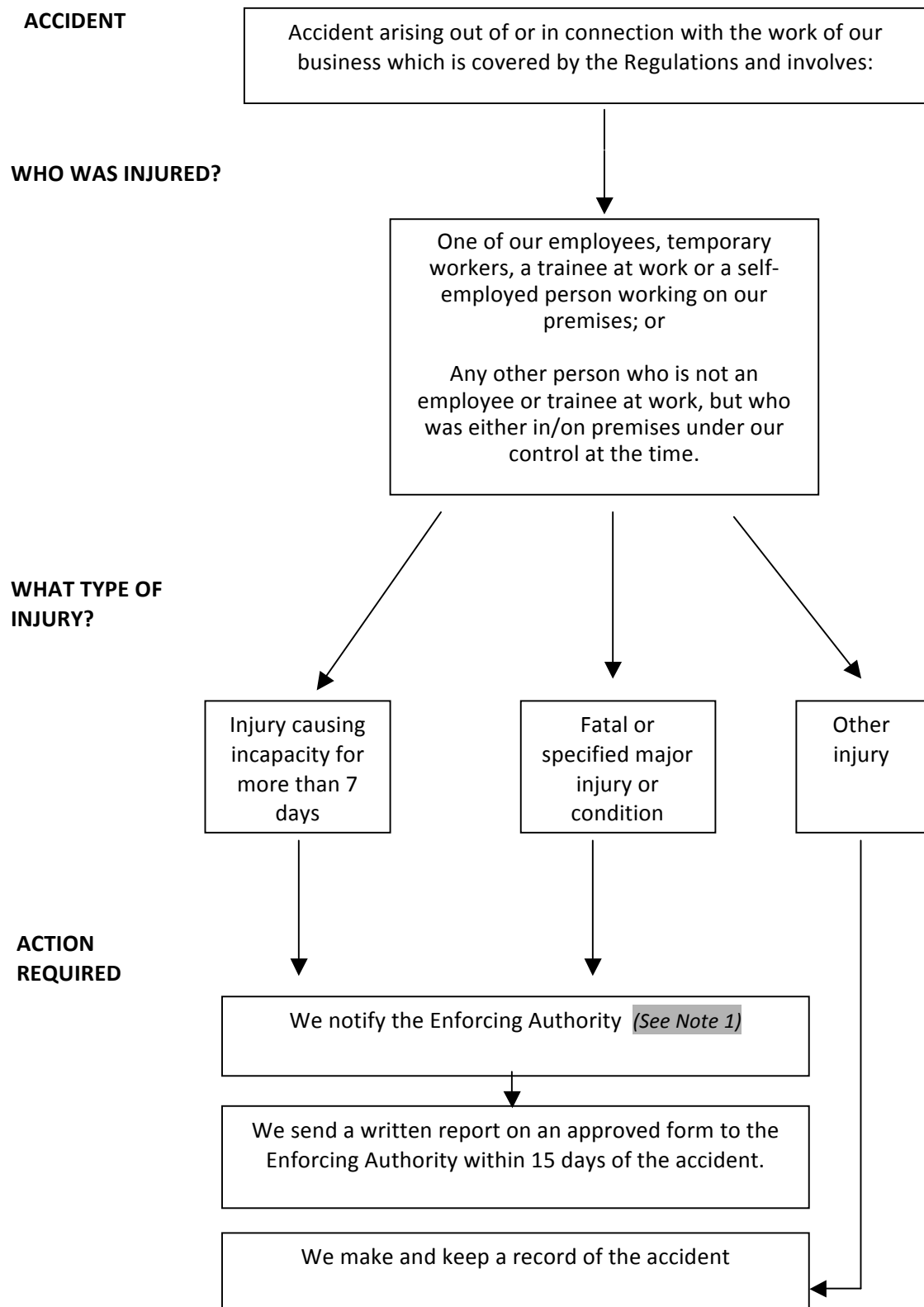
3. Action required to remove/control risks will be approved and implemented by:

Name: Sam Baskerville
Status: Director
Telephone extension: 01775 821784
Mobile Phone: 07885 201407
Email: samantha@integrityplus.co.uk

4. Risk assessments will be reviewed by:

Name: Sam Baskerville & Lee Dickings
Status: Director and General Manager
Telephone extension: 01775 821784
Mobile Phone: 07885 201407
Email: samantha@integrityplus.co.uk
Frequency:

Section 4: Accident reporting



SECTION 5: Emergency services

- | | | | |
|----------|---|---|--|
| 1 | Nearest Hospital with a Casualty Department:
Name:
Address:
Telephone Number: | Pilgrim Hospital
Boston
Lincs
PE21 9QS
01205 364801 | |
| 2 | Police Station
Name: Spalding Police Station
Address: Westolode St, Spalding
Telephone Number: 01522 532222 | 5 | Electricity
Name: n/a
Address:
Telephone Number: |
| 3 | Fire Station
Name: High St
Address: Spalding
Telephone Number: 999 | 6 | Water
Name:
Address:
Telephone Number: |
| 4 | Gas
Name: N/A
Address:
Telephone Number: | 7 | Employer Contact
Name: Sam Baskerville
Address: Stonefields, Church Lane, NG33
4AA
Telephone Number: 07885 201407 |

SECTION 6: Fire safety

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

- 1. Facilities:**
Number/location of escape routes: 2 escape routes
Number/location of fire extinguishers: upstairs diagram on notice board.
Number/location of fire alarms: one fire alarm checked weekly on a Friday.
Checked by: SAM Timber
Frequency: Weekly.
- 2. Fire Safety Training Officer:**
Name:
Status:
Telephone extension:
Mobile phone:
Email:
- 3. Fire Drills are the responsibility of:**
Name:
Status:
Telephone extension:
Mobile phone:
Email:
Frequency:

4. Fire equipment maintenance company:

Name:
Address:
Telephone Number:
Email:

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

(Insert details)

(See Note 2)

SECTION 7: Workplace equipment *(See Note 3)*

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:

Name: Advanced Fire Protection
Status: Broomfield House, Lincoln
Location/address:
Telephone Number: 01522 687092

Frequency of Inspections:

Fixed equipment: Annually for fire extinguishers.
Portable equipment:
Records located at: Notice board and in file.

Companies/Persons responsible for maintenance and repair:

Name: Advanced Fire Protection. As above
Status:
Telephone number:
Mobile phone:
Email:

Inspection procedure:

Fire extinguishers checked annually.

General rules governing the safe use of portable electrical equipment: *(Note 4)r*

Regular Pat Testing of all electrical equipment by PATCO

All building fire safety escape routes are located on the notice board in reception. Checked Annually with fire extinguishers.

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. *(Note 5)*

Person(s) responsible for health and safety training within the Company

Name(s): Stallard Kane and Sam Baskerville
Status: Director
Telephone extension:
Mobile phone: 07885 201407
Email:

In hazardous environments special training may be required. **(Note 6)**

Person(s) responsible for special training

Name(s):N/A

Status:

Area of training:

Telephone extension:

Mobile phone:

Email:

SECTION 9: Information, instruction and supervision

Health and safety information can be found:

On the noticeboard and on shared drive under compliance

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):Sam Baskerville & Lee Dickings

Status:

Telephone extension: As above

Mobile number:

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): **(See Note 7)**

Name: Sam Baskerville & Compliance Administrator.

Status:

Telephone extension:

Mobile number:

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 phone:

Email:

SECTION 10: Personal protective equipment **(See Note 8)**

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: PPE is required for visiting client sites, hi vis issued from the stores

Status:

Telephone extension:

Mobile number:

Email:

Person responsible for maintenance of PPE

Name: Compliance Administrator

Status:

Telephone extension: 01775 821784

Mobile number:

Email:

Person responsible for training in the use of PPE

Name: Not needed as hi vis.

Status:

Telephone extension:

Mobile number:

Email:

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. *(See Note 9)*

Person Responsible for assessing noise and temperature levels:

Name: Sam Baskerville

Status: no excessive noise as an office.

Telephone extension:

Mobile number: 07885 201407

Email:

Records located at: *(Add location)*

Section 12: First-aid and medical facilities on the Company's premises *(See Note 10)*

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): under 5 employees

Status:

Telephone extension:

Mobile Phone:

Email:

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

In kitchen under sink.

**The Accident Book is located at:
In kitchen under sink.**

The following is a guide to the contents of the Company's first-aid box:
(See Note 11)

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

SECTION 13: Rules for visitors to the Company's premises (See Note 12)

The rules are:

All visitors must enter their name into the visitors book and follow covid regulations.