

# **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 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.

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 led to injury or damage;

- All such incidents must be recorded 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.

**Andrew Construction Recruitment**  
**Jubilee House, 3 The Drive, Great Warley, Brentwood, Essex, CM13 3FR**

Signed



Andrew Fowler

04/04/2018

**Andrew Fowler**  
**Managing Director**

## **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: Andrew Fowler  
Status: Managing Director  
Location: Jubilee House, 3 The Drive, Great Warley, Brentwood, Essex, CM13 3FR

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

Premises: Jubilee House, 3 The Drive, Great Warley, Brentwood, Essex, CM13 3FR  
Name: Andrew Fowler  
Status: Managing Director  
Location: Jubilee House, 3 The Drive, Great Warley, Brentwood, Essex, CM13 3FR

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

Name: Chris Beeby  
Status: Executive Director  
Location: 202 The Wenlock, 50 – 52 Wharf Road, London, N1 7EU.

### **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: Andrew Fowler  
Status: Managing Director  
Location: Jubilee House, 3 The Drive, Great Warley, Brentwood, Essex, CM13 3FR

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

Name: Andrew Fowler  
Status: Managing Director  
Location: Jubilee House, 3 The Drive, Great Warley, Brentwood, Essex, CM13 3FR

## **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): Elaine Cochraine (Regus UK)
- 2. First Aid Box/First Aid Room is located at:**  
Location: Communal Kitchen, 2<sup>nd</sup> Floor
- 3. The Accident Book is located at:**  
Location: Reception

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

#### **SECTION 4: Emergency Services**

- 1 Nearest Hospital with a Casualty Department**  
Name: Broomfield Hospital  
Address: Hospital Approach,  
Broomfield, Chelmsford, Essex  
Telephone Number: 01245 443673
  
- 2 Police Station**  
Name: Brentwood Police Station  
Address: London Road, Brentwood,  
Essex, CM14 4QJ  
Telephone Number: 07896 871008
  
- 3 Fire Station**  
Name: 51 Station  
Address: North Road, Brentwood,  
Essex, CM14 4UZ  
Telephone Number: 01279 420841
  
- 4 Gas**  
Name: Transco  
Telephone Number: 0800 111 999
  
- 5 Electricity**  
Name: EDF Energy  
Telephone Number: 0800 096 2255
  
- 6 Employer Contact**  
Name: Andrew Fowler  
Address: Jubilee House, 3 The Drive,  
Great Warley, Brentwood, Essex, CM13  
3FR  
Telephone Number: 07887 416708

## SECTION 5: Fire Safety

# FIRE ACTION PLAN:

## ON DISCOVERING A FIRE:

1. Give **WARNING** that a fire is discovered
  - Operate the Fire Alarm immediately by breaking the glass on the red fire alarm call points. The call points are located on every floor near the stairwells.
  - Dial 999
    - Ask for the **FIRE BRIGADE** and give your name, address, where the fire is and how big the fire is.
  - Inform the Centre Manager
  
2. Attack the fire, if possible and if safe, with equipment provided
  - Do not take personal risks.  
Remember much of the danger from fire is not from the actual flame but from smoke and poisonous gases, heat and lack of oxygen.
  - Use the Fire Extinguishers
    - Water** based fire extinguishers are for paper and textile fires.
    - Foam** fire extinguishers are for paper, textile and oil fires
    - Black** fire extinguishers are for electric and gas based fires.
  
3. Leave the Building
  - Follow the Plan
  - Assembly point** – Courtyard outside the entrance to the Residential Flats. Do not leave the assembly point or enter the building until advised by the Fire Brigade.

## ON HEARING THE ALARM:

### **Fire Marshall**

1. Co-ordinate the actions of the general staff and account for all personnel present in the workspace at the time the alarm was sounded. Have a list of all company personnel and be aware who was at work when the alarm was raised.
2. Ensure evacuation of floor proceeds and is complete by checking all rooms, lavatories, kitchen areas etc.
3. Leave the building.
4. Report details of incidents and evacuation complete to Senior Fire Marshall – The Centre Manager, at assembly point

### **All Other Persons**

1. Leave the building immediately and proceed to the assembly point.
2. Use the nearest and safest fire exit.
3. Do not use the lifts.
4. Do not run as this creates panic.

5. Do not stop to collect personal belongings.
6. Report any missing persons to Senior Fire Marshall (Dale Hoskins, Centre Manager)

### **SECTION 6: Training**

Good training will ensure that employees are competent to carry out their tasks, thus reducing risk to health and safety. In hazardous situations special training may be required.

#### **Person(s) Responsible for Organising Training**

Name: Andrew Fowler

Status: Managing Director

Location: Jubilee House, 3 The Drive, Great Warley, Brentwood, Essex, CM13 3FR

### **SECTION 7: Advice & Consultancy**

#### **Building Manager**

Name: Elaine Cochraine

Location: Jubilee House, 3 The Drive, Great Warley, Brentwood, Essex, CM13 3FR

Telephone Number: 01277 725000