

Health and Safety 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 the Director using the internal report form, which is available from the Director. 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 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.

Responsibilities

Ultimate responsibility for health and safety rests with the Director, 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.

Overall and final responsibility within the Company rests with:

Name: Mr Matthew Roberts

Status: Director

Email: matthew@minervaappointments.com

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

Name: Mr Matthew Roberts

Status: Director

Email: matthew@minervaappointments.com

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

Name: Mr Matthew Roberts

Status: Director

Email: matthew@minervaappointments.com

Risk assessments

Risk assessments will be undertaken by:

Name: Mr Matthew Roberts

Status: Director

Email: matthew@minervaappointments.com

The findings of the risk assessments will be reported to:

Name: Mr Matthew Roberts

Status: Director

Email: matthew@minervaappointments.com

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

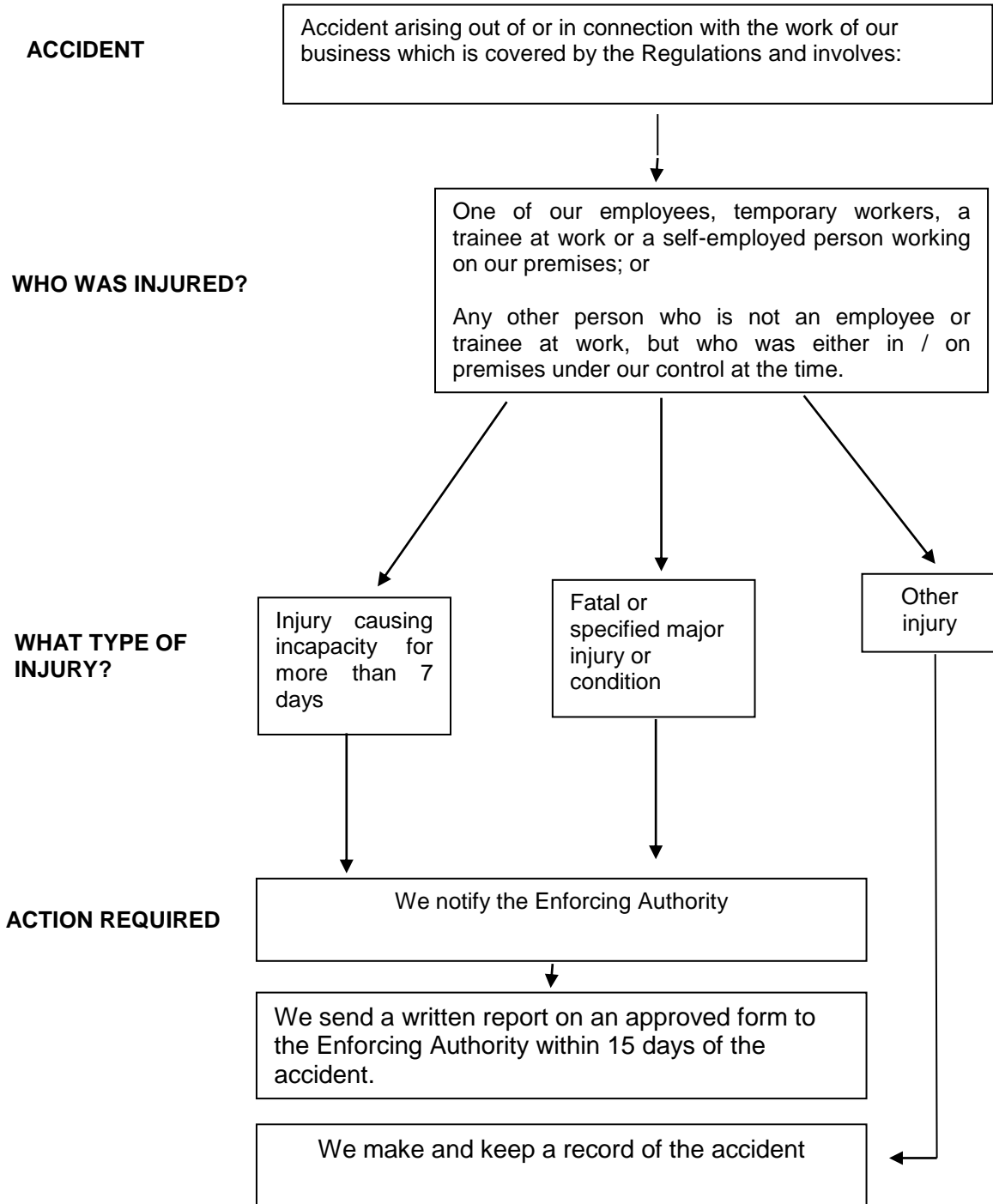
Name: Mr Matthew Roberts

Status: Director

Email: matthew@minervaappointments.com

Risk assessments will be reviewed by:
 Name: Mr Matthew Roberts
 Status: Director
 Email: Mr Matthew Roberts

Accident reporting



Emergency services

Nearest Hospital with a Casualty Department:

Name: Calderdale Royal Hospital

Address: Halifax, HX3 0PN

Telephone Number: 01422 357 171

Police Station

Name: Huddersfield Police Station

Address: Castlegate, Huddersfield, HD1 2NJ

Telephone Number: 101

Fire Station

Name: Huddersfield

Address: Outcome Bank, Huddersfield, HD1 2JT

Telephone Number: 01484 551 800

Water

Name: Yorkshire Water

Address: N/A

Telephone Number: 0345 1 24 24 24

Employer Contact

Name: Mr Matthew Roberts

Address: Minerva Appointments Ltd, A3 Brookes Mill, Armitage Bridge, Huddersfield, HD4 7NR

Telephone Number: 0113 244 6181

Fire safety

Rules/Procedure in the event of a fire

- Raise the alarm
- Evacuate the building by the nearest exit (escorting any visitors / contractors from the building).
- Report at the appropriate Assembly Point (car park at the front of the building).

Workplace equipment

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:

Name: Mr Matthew Roberts

Status: Director

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: Mr Matthew Roberts

Status: Director

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.

Named First-Aiders

Name: Mr Marcus Lee

Status: Recruitment Consultant

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

- Kitchen area

The Accident Book is located at:

- Kitchen area