



<b>Company Name:</b>	Worldwide Education Recruitment
<b>Policy No.</b>	Policy 001
<b>Policy Name:</b>	Health and Safety Policy
<b>Date:</b>	07 <sup>th</sup> of June 2018
<b>Version:</b>	003

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## **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 **Samantha Broomhead** using the internal report form, which is available from **Worldwide Education Office**. 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.

### **SECTION 2: Responsibilities**

Ultimate responsibility for health and safety rests with the Board of Directors, with delegation of duty to **Emma Kiernan – Managing Director**. 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: Emma Kiernan  
Status: Managing Director  
Telephone extension: 01753 306 177  
Mobile Phone: 07796290290  
Email: emma.kiernan@worldwideeducation.co.uk

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

Name: Samantha Broomhead  
Status: Health and Safety Officer  
Telephone extension: 01753 306177  
Mobile Phone: 07557 952692  
Email: Samantha.broomhead@worldwideeducation.co.uk

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

Name: Sarah Bengrid  
Status: Branch Manager  
Telephone extension: 01753 306177  
Mobile Phone: 07557 952692  
Email: sarah.bengrid@worldwideeducation.co.uk

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

Name: Emma Kiernan  
Status: Managing Director  
Telephone extension: 01753 306177  
Mobile Phone: 07796290290  
Email: emma.kiernan@worldwideeducation.co.uk

### **Section 3: Risk assessments**

**1. Risk assessments will be undertaken by:**

Name: Samantha Broomhead  
Status: Health & Safety Officer  
Telephone extension: 01753 306177  
Mobile Phone:  
Email: Samantha.broomhead@worldwideeducation.co.uk

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

Name: Emma Kiernan  
Status: Managing Director  
Telephone extension: 01753 306177  
Mobile Phone: 07796290290  
Email: emma.kiernan@worldwideeducation.co.uk

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

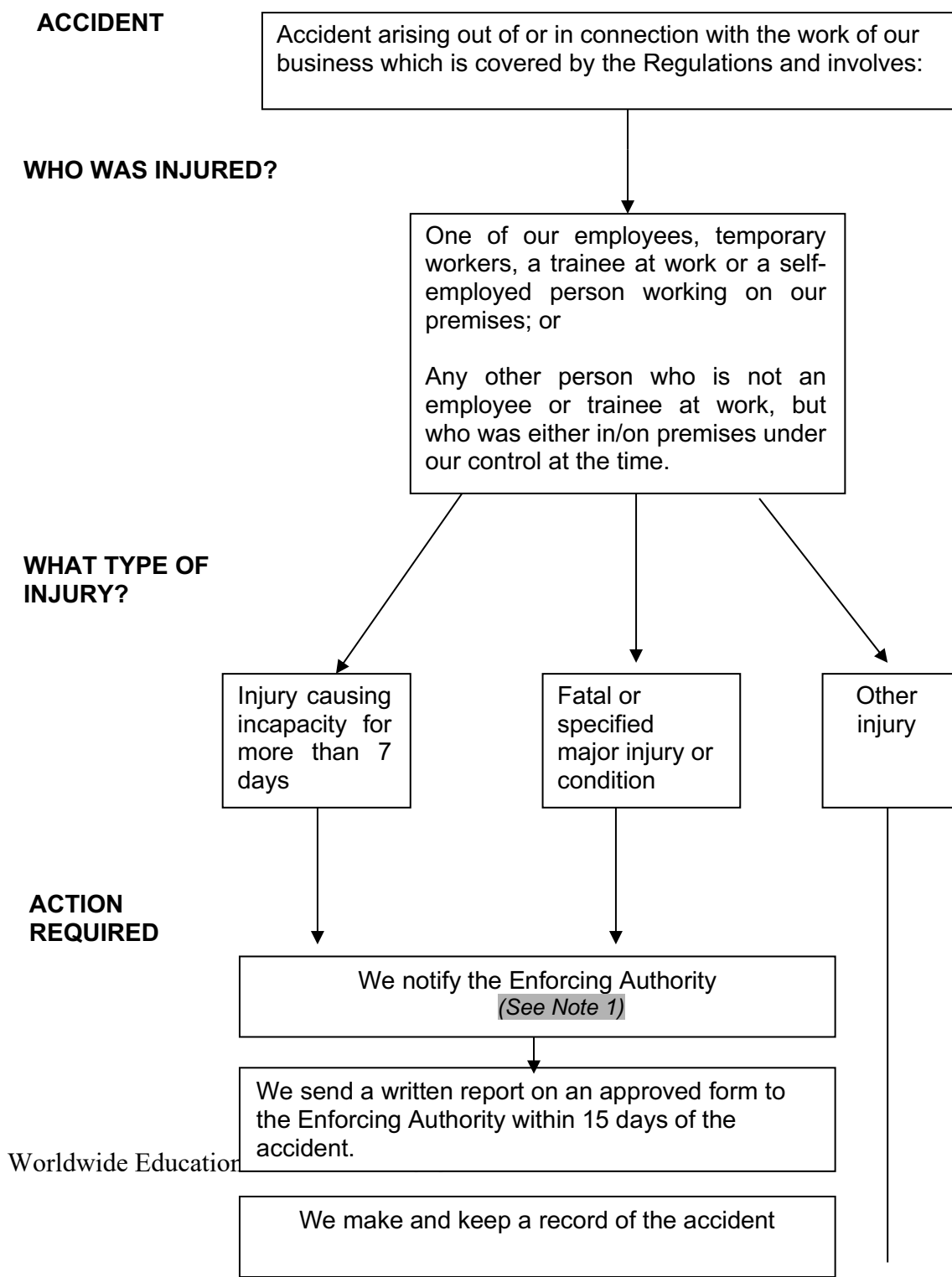
Name: Emma Kiernan  
Status: Managing Director  
Telephone extension: 01753 306177  
Mobile Phone: 07796290290  
Email: emma.kiernan@worldwideeducation.co.uk

**4. Risk assessments will be reviewed by:**

Name: Maria Pontillo  
Status: HR  
Telephone extension: 01753 306177  
Mobile Phone:  
Email: compliance@worldwideeducation.co.uk



**Section 4: Accident reporting**





## **SECTION 5: Emergency services**

**1 Nearest Hospital with a Casualty Department:**

Name: Wexham Park Hospital  
Address Wexham, Slough, Berkshire SL2 4HL:  
Telephone Number: 01753 633000

**2 Police Station**

Name: Langley Police Station  
Address: High St, Langley SL3 8NF  
Telephone Number: 0845 850 5505

**3 Fire Station**

Name: Langley Fire Station  
Address: 124 Drake Ave, Slough SL3 7JP  
Telephone Number: 999

**4 Gas**

Name: BES Utilities  
Address: Fleetwood Town Football Club  
Telephone Number: 08445678427

**5 Electricity**

Name: BES Utilities  
Address: Fleetwood Town Football Club  
Telephone Number: 08445678427

**6 Water**

Name:  
Address:  
Telephone Number:

**7 Employer Contact**

Name:  
Address:  
Telephone Number:

## **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  
Number/location of fire extinguishers: 1  
Number/location of fire alarms: 7  
Checked by: Emma Kiernan  
Frequency: Monthly

**2. Fire Safety Training Officer:**

Name: Charlotte Thomas  
Status: Fire Safety Marshal  
Telephone extension: 01753 306177  
Mobile phone:  
Email: charlotte.thomas@worldwideeducation.co.uk

**3. Fire Drills are the responsibility of:**  
Name: Charlotte Thomas  
Status: Fire Safety Marshal  
Telephone extension: 01753 306177  
Mobile phone:  
Email: charlotte.thomas@worldwideeducation.co.uk

**4. Fire equipment maintenance company:**  
Name:  
Address:  
Telephone Number:  
Email:

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

*Leave the building immediately by the exit routes.  
Report directly to Health and Safety Officer on exit so as you can be accounted for.*

## **SECTION 7: Workplace equipment**

All workplace equipment should be treated with respect and checked regularly

### **Responsibility for inspecting all workplace equipment:**

Name: Emma Kiernan  
Status: MD  
Location/address: Unit 4 Waterside Drive, Langley, Unit 4  
Telephone Number: 01753 306177

### **Frequency of Inspections:**

Fixed equipment: Monthly  
Portable equipment: Monthly  
Records located at:

### **Companies/Persons responsible for maintenance and repair:**

Name: Emma Kiernan  
Status: MD  
Telephone number: 01753 306177  
Mobile phone: 07796290290  
Email: emma.kiernan@worldwideeducation.co.uk

### **General rules governing the safe use of portable electrical equipment:**

*Care Computers and Talking Business monitor and safe guard all Worldwide Education  
Portable Equipment*

## **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.

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

Name(s): Samantha Broomhead

Status: Health & Safety Officer  
Telephone extension: 01753 306177  
Mobile phone:  
Email: Samantha.broomhead@worldwideeducation.co.uk

In hazardous environments special training may be required.

**Person(s) responsible for special training**

Name(s):  
Status:  
Area of training:  
Telephone extension:  
Mobile phone:  
Email:

**SECTION 9: Information, instruction and supervision**

**Health and safety information can be found:**

***Unit 4 Waterside Drive, Langley, SL3 6EZ***

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): Various Nurseries, Schools and College  
Status: Manager or Head Teacher of School  
Telephone extension:  
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):

Name: Samantha Broomhead  
Status: Health and Safety Officer  
Telephone extension: 01753 306177  
Mobile number:  
Email: Samantha.broomhead@worldwideeducation.co.uk

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: As above  
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: Samantha Broomhead and Emma Kiernan  
Status: Health and Safety Officer  
Telephone extension: 01753 306177  
Mobile number:  
Email: info@worldwideeducation.co.uk

**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.

**Person Responsible for assessing noise and temperature levels:**

Name: Samantha Broomhead  
Status: Health and Safety Officer  
Telephone extension: 01753 306177  
Mobile number:  
Email: Samantha.broomhead@worldwideeducation.co.uk

**Records located at:**

**Section 12: 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.

**First-Aiders**

Name(s): Charlotte Thomas  
Status:  
Telephone extension: 01753 306177  
Mobile Phone:  
Email: charlotte.thomas@worldwideeducation.co.uk

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

*In Kitchen of Worldwide Education Office*

**The Accident Book is located at:**

**Maria Pontillo’s Desk – Compliance Officer**

The following is a guide to the contents of the Company’s first-aid box:

FIRST-AID BOXES		TRAVELLING FIRST AID KITS	
Guidance Card	0	Guidance Card	1
Individually wrapped sterile adhesive dressings (assorted sizes and appropriate to work e.g. detectable for food handlers	8	Individually wrapped sterile adhesive dressings	6

Sterile eye pads	2		
Individually wrapped triangular bandages (preferably sterile)	4	Triangular bandages	2
Safety Pins	9	Safety Pins	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx. 12 x 12cm)	0	Individually wrapped moist cleaning wipes	Several
Large sterile individually wrapped unmedicated wound dressings (approx. 18 x 18cm)	0 2	Large sterile unmedicated dressing (approx. 18 x 18cm)	1
Disposable gloves	8	Disposable gloves	1

### **SECTION 13: Rules for visitors to the Company's premises**

The rules are:

*To adhere to all health and safety policies within the office and to enter and exit premises in a safe manner.*

Note no.	Section heading	Explanation
1.	Section 4: Accident reporting	<p>The identity of the Enforcing Authority will vary depending on the nature of the employer's business. The Enforcing Authority for a recruitment business will usually be the Local Authority so we suggest you contact your Local Authority for guidance on how best to report an accident to them.</p> <p>Further guidance in establishing the appropriate Enforcing Authority can be found <a href="#">here</a>.</p>
2.	Section 6: Fire Safety	<p>Guidance on how to avoid fires and ensure fire safety can be found <a href="#">here</a>.</p> <p>If required, guidance on the rules/procedures to follow in the event of a fire can be obtained from your local fire service.</p>
3.	Section 7: Workplace equipment	<p>Guidance produced by the Health and Safety Executive states that any equipment which is used by an employee at work is covered by the Provision and Use of Work Equipment Regulations 1998. If an employee is allowed to provide their own equipment, this will also come under the Regulations.</p> <p>Regulation 4 states that every employer must ensure that workplace equipment is suitable for the purpose for which it is used or provided.</p> <p>Under Regulation 4(2), in selecting workplace equipment, every employer must take into account the working conditions and the health and safety risks of those on the premises, as well as those using the equipment and eliminate (where possible) or control those risks.</p> <p>Regulation 5 states that an employer must also ensure that all workplace equipment is maintained in efficient working order and in good repair. Maintenance should only be carried out by someone who has the necessary training, knowledge and experience.</p> <p>Regulation 6 states that employers should inspect the workplace equipment to ensure that health and safety conditions are maintained and that any deterioration can be detected and remedied in good time.</p>
4.	Section 7: Workplace equipment	<p>The term 'portable electrical equipment' is not defined in the legislation. However the Health and Safety Executive's guidance (<i>'Maintaining portable and transportable electrical equipment'</i>) defines portable equipment as "equipment that is not part of a fixed installation, but is intended to be connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket, or a spur box, or similar means. This includes equipment that is either hand-held or hand-operated while connected to the supply, intended to be moved while connected to the supply, or likely to be moved while connected to the supply."</p>

Note no.	Section heading	Explanation
		<p>The guidance provides some examples of portable electrical equipment, including kettles, desk lamps, TVs, PC projectors, water chillers, fridges, microwaves, photocopiers, fax machines, desktop computers, mobile phone and other battery-charging equipment that is plugged into the mains (but the phones themselves and any other battery-operated equipment would not be included), extension leads, multi-way adaptors and connection leads.</p> <p>The guidance can be found <a href="#">here</a></p>
5.	Section 8: Health and safety training	<p>Regulation 13 of the Management of Health and Safety at Work Regulations 1999 outlines some examples where further health and safety training may be required. These examples include where an employee is starting work, a change in an employee's work responsibilities or their skills need refreshing/updating.</p> <p>The Health and Safety Executive provides <a href="#">further guidance</a> on health and safety training.</p>
6.	Section 8: Health and safety training	<p>If you do not supply any workers (including employees, employed agency workers and temporary workers) into hazardous environments, then you can delete this section.</p>
7.	Section 9: Information, instruction and supervision	<p>This will include all employees/recruitment consultants, temporary workers and employed agency workers who have been sent to work under the supervision of the client.</p>
8.	Section 10: Personal protective equipment	<p>Personal protective equipment includes high visibility jackets, safety goggles, safety boots and clothing designed to protect against adverse weather conditions.</p> <p>An employment agency or business will not typically require personal protective equipment for their employees. If this is the case then the whole of Section 10 can be deleted.</p> <p>Please note that temporary workers and employed agency workers may require personal protective equipment while working under the client's supervision. The employment business must have a representative who is responsible for cooperating with the client to ensure PPE is provided where necessary.</p> <p>More information on temporary workers and PPE can be found in the <a href="#">REC Legal Guide</a></p>
9.	Section 11: Noise	<p>Regulations 5 and 6 of the Control of Noise at Work Regulations 2005 require employers to prevent or reduce risks to health and safety from exposure to noise at work.</p> <p>Regulation 4 provides a lower value of personal noise exposure of 80 dB (A-weighted) and a peak sound pressure of 135 dB (C-weighted). Regulation 4 further provides an upper noise</p>

Note no.	Section heading	Explanation
	Temperature	<p>exposure value of 85dB (A-weighted) and a peak sound pressure of 137dB.</p> <p>The Health and Safety Executive has published a leaflet which may be of help in managing noise levels in the workplace.</p> <p>The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 7) states that, during working hours, the temperature in all workplaces inside buildings shall be reasonable. The Regulations do not give any guidance as to what is considered a reasonable temperature. However the HSE advises that the workplace temperature should be at least 16 degrees celsius.</p> <p>The Regulations and the HSE do not give guidance on a maximum room temperature because what constitutes a reasonable temperature will vary depending on the type of workplace, amount of air movement and relative humidity.</p> <p>Regulation 7 also states that a sufficient number of thermometers shall be provided to enable persons at work to determine the temperature in any workplace inside a building.</p> <p>The Health and Safety Executive has published guidance on controlling temperature in the workplace.</p>
10.	Section 12: First-aid and medical facilities on the Company's premises	<p>The Health and Safety (First-Aid) Regulations 1981 (Regulation 3) states that employers must provide adequate and appropriate equipment for enabling first aid to be rendered to employees where they become injured or ill at work.</p> <p>Regulation 4 of the Health and Safety (First-Aid) Regulations 1981 states that employers must inform their employees of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.</p>
11.	Section 12: First-aid and medical facilities on the Company's premises	<p>There is no mandatory list of items that should be included in a first-aid container; however the HSE state that first aid at work <u>does not include giving tablets or medicines to treat illness</u>. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice. The HSE therefore recommend that tablets and medicines should not be kept in the first-aid box.</p> <p><u>The decision on what to include in the first aid container is obtained from information gathered during the assessment of first-aid needs made during the risk assessment process.</u></p> <p>The proposed contents of a first-aid box are a guide where there are no special risks in the workplace. However the contents should be adapted to the businesses particular needs. If you are going to allow temporary workers on your premises to use your first aid facilities, you should take their numbers into account.</p>

Note no.	Section heading	Explanation
12.	Section 13: Rules for visitors to the company's premises	<p>As the Company may well be liable for the actions of visitors whilst on their premises (e.g. electricians and I.T personnel), every step must be taken to ensure that they abide by the documented practices and procedures.</p> <p>You may want to consider asking them to sign a document stating that they are aware of and will comply with the Company's health and safety practices and procedures. An example of the wording you could use can be found below:</p> <p><i>"I confirm that I have received a copy of the Health and Safety Policy (or such other document which contains the relevant rules relating to Health and Safety) and I agree to abide by the documented practices and procedures as set out."</i></p> <p>HSE guidance on preparing for visitors can be found <a href="#">here</a>.</p>