

Throughout this document the Company shall mean Harris Jones Recruitment Ltd.

Organisation and Responsibilities

Harris Jones Recruitment Ltd employs a Managing Director who holds overall responsibility for the implementation of this policy and for the health and safety within the company.

The Managing Director is responsible for the implementation of this policy and for health and safety within the office:

Within the Office the day-to-day responsibility for health and safety lies with Amanda Harris, Managing Director.

All employees have a responsibility to co-operate with directors, managers and colleagues to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Employees' who wilfully breaches health and safety rules or deliberately undertaken unsafe activities will face disciplinary action.

Whenever an employee notices a health and safety problem which they are unable to put right, they must immediately report it to the appropriate person as listed above. If that person is unavailable then another Manager in the Company should be informed.

General Arrangements and Risk Assessment

Accidents and First Aid

A First Aid Box has been provided for in the office, the maintenance of which is the responsibility of the Managing Director of the Company. All employees' should be aware of where the first aid box is.

In the event of an accident or injury immediately seek the assistance of the Managing Director of the Company.

All injuries must be recorded in the Accident Book which will be found with the First Aid Box. This is the joint responsibility of the person involved and the first aider. All serious accidents must be reported immediately to the Managing Director of the Company. They will decide if the injury is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

The Managing Director of the Company will examine the accident book at regular intervals to review the types of accidents occurring and decide if there are additional safety matters that need to be addressed.

Fire Safety

It is everyone's responsibility to know where the fire exits, fire alarm points and fire extinguishers are located and to fully understand the Fire Procedure.

The fire extinguishers are maintained.

Fire alarms will be tested and drills carried out regularly.

It is everyone's responsibility to ensure that:

- a) All exits and escape routes are kept clear at all times
- b) All fire doors are kept closed

c) All areas are kept tidy and clear of the build up of combustible materials, e.g. waste paper and packaging.

Health & Safety Advice

Employees requiring any health and safety advice will initially ask the Managing Director of the Company. Where necessary, health and safety advice will be sought from an independent Health & Safety Advisor.

The Enforcing Agency for each office is the local Environmental Health Office of the Local Authority.

Persons under 18 years of age

The Company does not carry out any activities where persons under the age of eighteen would not be allowed to work. However, the company understands the increased risks due to the inexperience of young workers and additional supervision and training will be applied when management feel that it is required.

Manual Handling

Poor lifting technique causes more time away from work than any other cause. All employees must take care when lifting and be aware of their own capabilities.

Always test the weight of items before attempting to lift them. If the employee has any doubt about their ability to lift they must ask for assistance.

Employees must always plan the lifting of a large or heavy load, know where they are going with the load and ensure that the path is clear and that there is a clear place to put the load down. Employees' must not bend over the load. Employees' must bend their legs. Take a firm grip of the load, use their legs to raise the load and try to carry the load at waist to chest height and avoid twisting at the waist.

Electrical Safety

All employees must report any loose or damaged plugs or cables or any other damage to electrical equipment to their Line Manager. Such equipment must not be used until made safe.

Ensure that cables and extension leads do not create a tripping or fire hazard.

Portable electrical equipment will be tested regularly by an appointed electrical contractor. Any new equipment that is installed must be tested. The Managing Director is responsible for this, though the actual arrangements may be delegated to a specific person in the office.

When planning to bring in new equipment ensure that the appropriate person is aware and that suitable testing has been arranged.

Housekeeping

Two of the major risks in office safety are fire and slips, trips and falls. Both of these are exacerbated by untidy offices. All employees' are responsible for the state of the office and for clearing up junk, waste and unused equipment. Employees' must always put things away in the correct place when they have finished with them.

If the employee creates more waste than the bins provided can hold, the employee must ensure that it is disposed of promptly and correctly. The employee must never block gangways and through routes and never leave tripping hazards where people may fall over them.

Security

The last person to vacate the premises is responsible for ensuring that all windows have been secured and that the alarm has been set. Failure to set the alarm may result in disciplinary action being taken.

Work Stations and VDU Safety

Prolonged uses of keyboards and mouse have caused a variety of repetitive strain injuries. Poorly set up workstations can lead to unnecessary aches and pains and can exacerbate or cause musculo-skeletal injury. Poorly set up monitors can cause headaches and eye-strain and can exacerbate poor eyesight.

Most importantly employees' must be comfortable in their work station. This is normally achieved by sitting square onto your keyboard and monitor with feet flat on the floor or on a foot rest. Arms should be held with forearms approximately horizontal and, most importantly, wrists straight. When not typing rest your arms but to not cut off circulation with the edge of the desk. Sit upright with your back well supported and eyes approximately level with the top of the screen. If prolonged time is spent entering data into the computer or staring at the screen take regular breaks, about five minutes each hour where you do something else that uses the hands differently and lets the eyes focus at a different distance. Holding hot drinks can help hands to relax.

If the employees' work station does not allow the employee to do this, they must report the matter to Amanda Harris, Managing Director. If the employee regularly develops aches or pains that seem to be related to their work station they must report it as soon as they can.

Eye Care

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to reimburse employees who are identified as "users" with the cost of an appropriate eye sight test on request, which must be carried out by an authorised Optometrist.

The company is **not** responsible for providing glasses.

Visitors and Contractors

If the employee has visitors, the employee is responsible for their safety when on company premises and when appropriate, the employee may have to explain our Health & Safety Policy.

All visitors must be made aware of the Fire Procedure, how to evacuate and where to assemble.

Supply of Temporary Workers

All temporary workers must be made aware of their responsibilities under Health and Safety legislation as well as our policy.

Health and Safety Policy Statement

The following is a statement of the Company's general health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Harris Jones Recruitment Ltd to ensure so far as reasonably practicable, the health, safety and welfare of all employees working for the company or other persons who may be affected by our undertakings.

Harris Jones Recruitment Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To sustain that commitment, we will continually measure, monitor and revise where necessary an annual plan to ensure that health and safety standards are adequate.

Amanda Harris will implement the company's health and safety policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. The company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources accordingly.

The management of Harris Jones Recruitment Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and their employees at all levels. It is therefore, the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also the company aims to protect everyone, including all visitors and members of the public, insofar as they come into contact with the company or its activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and they are informed of their personal responsibilities to take due care for the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

The company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The company will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

The company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

The company regards all health and safety legislation as the minimum standard and expects management to achieve their managerial targets without compromising health and safety.

Signature.....

Position.....

Date.....

Review Date.....

Environmental Statement

Harris Jones Recruitment Ltd recognises the need for sustainable development and continually aims to improve the environmental effects of its activities. To achieve this we will: -

Establish sound environmental management by:-

Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.

Developing objectives that target environmental improvements and monitor performance by regular review.

Considering any environmental issues in the decision-making process.

Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.

Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

Promoting waste minimisation by recycling or finding other uses for by-products whenever economically viable.

Promoting the efficient use of resources, energy and fuel throughout the company's operations.

Co-operate with: -

The communities in which we operate.

The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

Signature.....

Position.....

Date.....

Review Date.....