



The Stable House,
Priory Street,
Hertford,
Hertfordshire.
SG14 1XX
Tel: 01992 500355

QRS Health and Safety Policy Statement

Our statement of general policy is :

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe equipment
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions and to review and revise this policy as necessary at regular intervals

POLICY REVIEW

The policy was reviewed and no additional health and safety risks were identified. However there have been some personnel changes and these changes in responsibility are noted in the new policy

| | |
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| Signed for QRS S Adby Managing Director | |
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Date : 5 January 2011

Review Date : January 12

Responsibilities

Final responsibility for health and safety is that of:

SAMANTHA ADBY / KATHY TOMLIN

Day to day responsibility for ensuring this policy is put into practice is delegated to :

LEE TOMLIN – Office Based Staff

SARAH HOBLEY / KATHY TOMLIN – Field Based Supervisors/Interviewers

To ensure health and safety standards are maintained / improved the following people have responsibility in the following areas:

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|---------------------------------------|--|
| Linda Havis | Fire Safety and general building safety – Stable Block |
| Lee Tomlin | Fire Safety and general building safety – Stable House |
| Janet Hepburn | Initial training/induction for Daytime Telephone Staff |
| Jennie Whitehead | Initial training/induction for Evening Telephone Staff |
| Field Supervisors | Initial training/induction for field based interviewers/recruiters |
| Samantha Adby | Maintenance of Accident Book |
| Field Supervisors | Safety check of venues / Initial reporting of any Accidents /Safety Concerns to Head Office |
| Kevin Gilbert | Annual electrical safety check |
| Kathy Tomlin Samantha Adby | Initial induction for Full time staff Ensuring training is undertaken for Field based staff |

All employees have to :

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety and
- report all health and safety concerns immediately to an appropriate person (as detailed in this policy statement)

Health and safety risks arising from our activities are detailed in our Risk Assessment, which is undertaken by Samantha Adby and reviewed annually or when work activity changes, whichever is soonest.

Consultation with employees

Employee representatives are :

**Linda Havis
Michelle Smith**

Consultation with employees is provided by

Samantha Adby / Kathy Tomlin

Either at Staff Meetings, or whenever an issue arises if it needs to be urgently addressed.

Safe Equipment

Lee Tomlin will be responsible for identifying all equipment needing maintenance.

Lee Tomlin will be responsible for ensuring effective maintenance procedures are drawn up.

Lee Tomlin will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with equipment should be reported to: **Lee Tomlin**

Lee Tomlin will check that new equipment meets health and safety standards before it is purchased.

Information, instruction and supervision

The health and safety law poster is displayed in the staff rest room

Supervision of young workers/trainees will be arranged/undertaken/monitored by :

| | |
|---|---|
| Michelle Smith/Jennie Whitehead | - Evening Telephone Interviewers |
| Relevant Line Manager/Supervisor | - All other staff |

Kathy Tomlin is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

Induction training will be provided for all employees by

| | | |
|--------------------------|---|---|
| Jennie Whitehead | - | Evening Telephone Interviewers |
| Janet Hepburn | - | Daytime Telephone Interviewers |
| Kathy Tomlin | - | Full time staff |
| Field Supervisors | - | Field based Interviewers/ Recruiters |

Job specific training will be provided by the

Relevant Line Manager/Supervisor

Fire Safety Training records are kept in the **Fire Training Folder** which is looked after by **Linda Havis / Lee Tomlin**

Accidents, first aid and work related ill health

There are first aid boxes kept in **Samantha Adby's office and Telephone Supervisor's office**

Field based Supervisors are provided with First Aid boxes.

The appointed persons are:

**Linda Havis
Jennie Whitehead
Katie Mitchenson
Gill Ridley
Kirsten Hemsley
Melissa Cronin
Selina Patel**

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by **Samantha Adby** and is located in her office.

Samantha Adby is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

To check our working conditions and ensure our safe working practices are being followed, we will investigate any accidents and undertake spot checks.

Samantha Adby is responsible for investigating accidents and work-related cases of sickness absences.

Samantha Adby is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

Samantha Adby is responsible for ensuring the fire risk assessment is undertaken and implemented for Head Office.

See separate fire risk assessment for details of procedures.

These policies supplement your terms of employment but are not of contractual effect. Their purpose is to explain the Company's current policies and procedures but they may be subject to change without notice if changes are considered appropriate by the Company or if there are changes in relevant legislation.