



## Health & Safety Policy

<b>Company Name</b>	Mayday Employment Ltd
<b>Policy No.</b>	001
<b>Reviewed:</b>	7 <sup>th</sup> March 2024
<b>Next Review:</b>	Annually
<b>Version:</b>	3

### **Contents**

- Section 1 - General statement of policy
- Section 2 – Responsibilities
- Section 3 - Risk assessments
- Section 4 - Accident reporting
- Section 5 - Emergency services
- Section 6 - Fire safety
- Section 7 – Workplace equipment
- Section 8 - Health and safety training
- Section 9 – Information, instruction & supervision
- Section 10 - Personal protective equipment
- Section 11 – Noise and temperature
- Section 12 - First-aid and medical facilities
- Section 13 - Rules for visitors to the Company's premises

### **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 Carla Campion, HR Director using the internal report form, which is available from the main office by the First Aid box. 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 please refer to the Mayday disciplinary policy.

### **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**

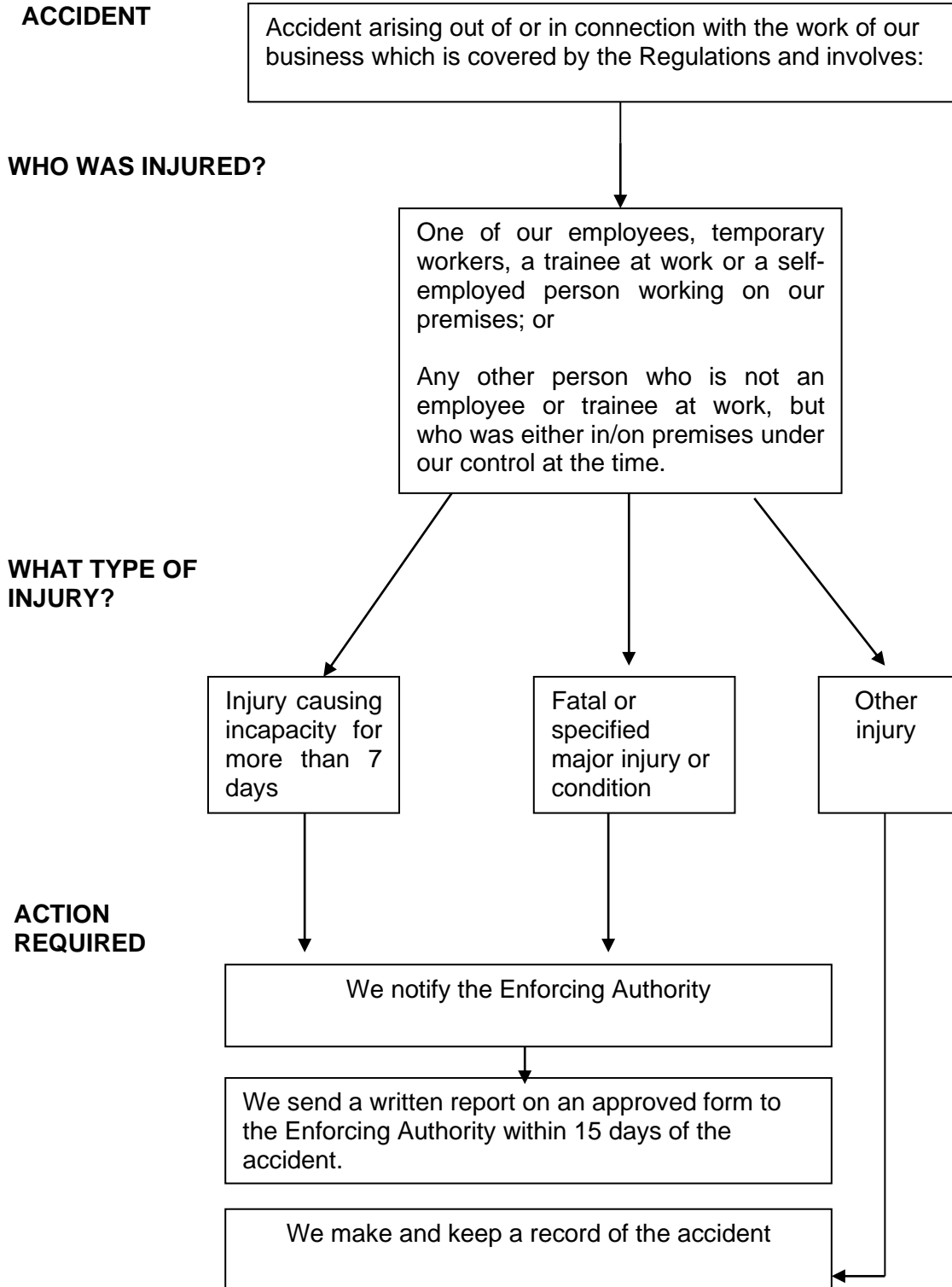
Ultimate responsibility for health and safety rests with the Board of Directors, with delegation of duty to Carla Campion HR Director and Andy Keyser Managing Director. Those named must be fully aware of their duties, details of which should be included in their job description.

- 1. Overall and final responsibility within the Company rests with:**  
Name: Carla Campion & Andy Keyser  
Status: HR Director/Managing Director  
Telephone extension: 208 & 206    Email: carla@ or andy@ maydayemployment.co.uk
- 2. Person responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:**  
Name: Carla Campion  
Status: HR Director  
Telephone extension: 208    Email: carla@maydayemployment.co.uk
- 3. In the absence of the person named in 2 (above), s/he will be deputised by:**  
Name: Andy Keyser  
Status: Managing Director  
Telephone extension: 206    Email: andy@maydayemployment.co.uk
- 4. In the event of accidents and dangerous occurrences, such incidents should be reported to:**  
Name: Carla Campion  
Status: HR Director  
Telephone extension: 208    Email: carla@maydayemployment.co.uk

## **Section 3: Risk assessments**

- 1. Risk assessments will be undertaken by:**  
Name: Carla Campion  
Status: HR Director  
Telephone extension: 208    Email: carla@maydayemployment.co.uk
- 2. The findings of the risk assessments will be reported to:**  
Name: Andy Keyser  
Status: Managing Director  
Telephone extension: 206    Email: andy@maydayemployment.co.uk
- 3. Action required to remove/control risks will be approved and implemented by:**  
Name: Andy Keyser  
Status: Managing Director  
Telephone extension: 206    Email: andy@maydayemployment.co.uk
- 4. Risk assessments will be reviewed by:**  
Name: Carla Campion  
Status: HR Director  
Telephone extension: 208    Email: carla@maydayemployment.co.uk  
Frequency: Annually

## Section 4: Accident reporting



## **Section 5: Emergency services**

- 1 Nearest Hospital with a Casualty Department:**  
Name: Horton General Hospital  
Address: Oxford Road, Banbury, Oxon, OX16 9AL  
Telephone Number: 01295 275500
- 2 Police Station**  
Name: Thames Valley Police Station  
Address: Warwick Road, Banbury, OX16 2AE  
Telephone Number: 0845 850 5505
- 3 Fire Station**  
Name: Banbury Fire Station  
Address: Cope Road, Banbury, OX16 2EY  
Telephone: 01295 277122
- 4 Gas & Electricity & Water (managed services)**  
Name: White Lion Ltd  
Address: Adderbury  
Telephone Number: 07831 777701 (Marcus)

## **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 one on the ground floor and one on the first floor.  
Number/location of fire extinguishers: 5 - ground floor, main office, top floor stairs, top floor office & kitchen.  
Number/location of fire alarms: 6 – entrance, empty office, mayday staircase, kitchen staircase, kitchen & accounts staircase.
- 2. Fire Safety Training Officer:**  
Name: Andy Keyser  
Status: Director  
Telephone extension: 206  
Email: andy@maydayemployment.co.uk
- 3. Fire Drills are the responsibility of:**  
Name: Andy Keyser  
Status: Director  
Telephone extension: 206  
Email: andy@maydayemployment.co.uk  
Frequency: Twice Annually
- 4. Fire Equipment Maintenance Company:**  
Name: Churchesfire (via managed services White Lion Ltd)  
Telephone Number: 0870 608 4350
- 5. Rules/Procedure in the event of a fire:**  
A copy of the Emergency & Fire Procedures is kept on the staff notice board in the kitchen on the second floor.

## **Section 7: Workplace equipment**

All workplace equipment should be treated with respect and checked regularly.

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

Name: Test Electrical (Banbury) Ltd

Location: Banbury

Telephone Number: 01295 709312

### **Frequency of Inspections:**

Fixed equipment: 2 years

Portable equipment: 2 years

## **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: Carla Campion & Andy Keyser

Status: Directors

Telephone extension: 208 & 206

Email: carla@ or andy@maydayemployment.co.uk

## **Section 9: Information, instruction & supervision**

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.

Employees and temporary workers, who work at locations under the control of another employer, are given all health and safety information relevant to the other employer and details on their assignment (including whether personal protective equipment is required and if so, how it will be supplied). They will also be given the necessary health and safety training advised by the employer.

### **Person(s) responsible for ensuring that other employers health and safety requirements are covered in our offices**

Name: Carla Campion & Andy Keyser

Status: Directors

Telephone extension: 208 & 206

Email: carla@ or andy@maydayemployment.co.uk

## **Section 10: Personal protective equipment**

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. When needed we will issue suitable PPE that is advised by other employers.

### **Person(s) responsible for assessing PPE requirements and issuing:**

Name: Carla Campion & Andy Keyser

Status: Directors

Telephone extension: 208 & 206

Email: carla@ or andy@maydayemployment.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: Carla Campion

Status: Director

Telephone extension: 208

Email: carla@maydayemployment.co.uk

### **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): Carla Campion & Andy Keyser

Status: HR Director/Managing Director

Telephone extension: 208 & 206

Email: carla@maydayemployment.co.uk & andy@maydayemployment.co.uk

#### **First-Aid Box is located on:**

1<sup>st</sup> Floor Main Office

#### **The Accident Book is located at:**

1<sup>st</sup> Floor Main Office

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

All visitors must complete a visitors record form and be given a copy of our Health & Safety Policy to abide to.