


**CORPORATE DOCUMENT**


	<b>Department:</b>	Compliance – Health & Safety	<b>Effective Date:</b>	02/2020
	<b>Doc Number:</b>	CO-HS019	<b>Owner:</b>	Colin Edge
	<b>Controlled</b>			
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**HEALTH AND SAFETY POLICY**

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**HEALTH AND SAFETY POLICY**

**Statement of Intent**

Anderselite is a market leading supplier of quality, technical and professional personnel, in both permanent and contract positions throughout the UK. Anderselite prides itself on working in partnership with its clients to provide tailored recruitment solutions which meet their exact requirements in this fast changing marketplace.

Anderselite recognises the legal duties it is bound by such as; Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 1999, Workplace (Health, Safety and Welfare) Regulations 1992, The Conduct of Employment Agencies and Employment Business Regulations 2003 etc. Continued compliance is also made to additional industry standards i.e. RISQS, ISO, REC, IIP etc.

Anderselite will, so far as is reasonably practicable;

- Provide all necessary information, instruction, training and supervision to enable individuals to be safe
- Provide and maintain a safe place of work with a safe access and egress
- Provide and maintain a working environment that is safe
- Provide and maintain safe equipment and safe systems of work
- Provide adequate controls of the risks arising from the work activities
- Arrange for the safe use, handling, storage and transport of articles and substances

Anderselite will consult with all employees on matters of health and safety;

- Changes that may substantially affect employees' health and safety at work e.g. changes in procedures, equipment or new technologies.
- Information on the likely risks and dangers from their work, control measures in place and additional controls required

Employees of Anderselite also have health and safety duties;

- To take reasonable care of the health and safety of themselves and of others who may be affected by their acts or omissions
- To co-operate with their employer on health and safety matters
- Not to misuse any equipment that is provided for safety purposes e.g. personal protective equipment, fire extinguishers
- To follow instructions from Anderselite on health and safety matters and attend relevant health and safety training
- To report hazards and defects observed in the workplace to the Area Manager or Health & Safety Manager

The ultimate responsibility for health, safety and welfare throughout the organisation lies with the Board of Anderselite, of which that responsibility is delegated to the Executive Director, Colin Edge. He is supported within this role by the Safety & Compliance Manager Katie Hancock, who is responsible for the day to day implementation of health, safety and welfare. In the event that an individual is absent from work, their responsibilities will be passed to their manager.

Continual improvement of safety performance is supported through the use of pro-active and re-active measures. Objectives will be agreed and monitored throughout the year as a method of supporting continual improvement.

Anderselite fully understands the importance surrounding health and safety, and is committed to ensuring the safety of its employees, contractors, visitors and anyone who may be affected by its activities. It is accepted that health and safety is a fundamental part of the business and this attitude is driven throughout the organisation to encourage a positive safety culture.

Anderselite will ensure that this policy is regularly reviewed, ensuring a true representation of the organisation is portrayed at all times. It is a mandatory requirement that a current copy of this policy is brought to the attention of every Anderselite employee and anyone who may request a copy, ensuring their obligations, as stipulated within this policy are fully understood.

Every Anderselite premises will clearly display the statement of intent.


Every employee has an individual responsibility to help meet the requirements of this policy. All are invited to contribute ideas for better practices, through their Manager or directly to myself.



Colin Edge (Executive Director)  
Anderselite Limited

Date: 11<sup>th</sup> February 2020

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**ORGANISATION**

**Premises**

All Anderselite premises are rented and therefore are managed by Landlords. Maintenance and Facilities Services are the responsibility of the Landlords and will be monitored in the annual inspections to ensure they can provide evidence of:

- Fire Alarm Testing
- Fire Extinguisher Testing (where provided by the Landlord)
- Fixed Electrical Testing
- Fire Evacuations
- Control of Legionella

Maintenance of Anderselite equipment is managed and organised by our own team and records are kept accordingly, (e.g. photocopiers, franking machines, portable appliance testing etc.)

**Responsibilities**

**Executive Director**

The responsibility for health, safety and welfare within the company is delegated by the Board to the Executive Director. The following will be ensured;


- a. Everyone is aware of the Health and Safety Policy and fully understands its contents.
- b. The objectives detailed within the Health and Safety Policy are actioned by all levels of management, employees and sub-contractors.
- c. Adequate funds, resources and equipment are made available to meet the requirements of the policy and legal requirements.
- d. Provisions of information, instruction and supervision will be provided.
- e. Adequate and appropriate training will be provided in the tasks that employees are required to perform.
- f. A safe place of work is provided and maintained.
- g. Clear lines of communication established and managed, ensuring all matters of health and safety are communicated effectively and any concerns are brought to the attention of Management.
- h. The Health and Safety Policy and Procedures are regularly monitored and reviewed, so that necessary changes can be made to reflect company changes or changes in legislation.
- i. A valid and suitable cover of insurance is in place, taking into consideration all the company's activities.
- j. Report matters of health, safety and welfare to the Board.

**Directors / Divisional Managers**

Directors and Divisional Managers are responsible for ensuring that the Health and Safety Policy is fully adhered to.

- a. A safe place of work and safe working practises is maintained in their area of influence.
- b. All employees within their area of influence fully understand and adhere to all aspects of the Health and Safety Policy and safety procedures.
- c. Ensure appropriate safety equipment is provided and properly maintained (First aid, fire extinguishers etc).
- d. All accidents and incidents are recorded and reported to the Health and Safety Manager.

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- e. Information concerning health and safety is cascaded to all employees.
- f. All matters of health and safety, including the involvement of external contractors are reported to the Health & Safety Manager.
- g. Ensure all new employees complete their first day induction ensuring their responsibilities are fully understood.
- h. Completion of suitable and sufficient risk assessments.

### Health and Safety Manager

In accordance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999, a Health and Safety Manager has been appointed as the competent person to assist the Executive Director to comply with the requirements and prohibitions imposed on him by statutory provisions.

- a. Ensure effective implementation of the Health and Safety Policy and safety procedures.
- b. Notify changes in legislation and the possible implications it would have on the company to the Executive Director.
- c. Investigate all accidents and incidents in compliance with legislation and to prevent re-occurrence.
- d. Carry out suitable and sufficient risk assessments.
- e. Conduct Health and Safety audits and inspections on each office and report findings to the Executive Director.
- f. Monitor and review safety Policies and Procedures ensuring necessary changes are made to reflect company changes or changes in legislation.
- g. Provide Health and Safety information to employees.
- h. Liaise with external sub-contractors; conduct safety checks and review their risk assessments & method statements prior to the start of work.

### Employees


In accordance with The Health and Safety at Work etc Act 1974 and The Management of Health and Safety at Work 1999, every employee will;

- a. Take reasonable care of their health and safety and that of others who may be affected by their acts or omissions at work.
- b. Co-operate with Management.
- c. Comply with the company's health and safety policies and procedures in compliance with the requirements and prohibitions set upon the company under relevant statutory provisions.
- d. Shall not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- e. Conduct themselves in an orderly manner and refrain from any acts of horseplay whilst at work.
- f. Report all matters of serious and immediate danger to the Area Manager or Health & Safety Manager.
- g. Report any short comings within the safety management system to the Area Manager or Health & Safety Manager.
- h. Report all accidents and incidents to the Health and Safety Manager as soon as practically possible.
- i. Liaise with the Health and Safety Manager or Area Manager if they are in doubt of the safe working practices and/or procedures.

### External Contractors

Contractors who are required to perform any type of work within an Anderselite premises will;

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- a. Fully adhere and comply with the Health and Safety at Work etc Act 1974
- b. Take all reasonable steps to co-ordinate the measures to comply with the requirements and prohibitions imposed on him by relevant statutory provisions.
- c. Provide information of all the risks arising out of or in connection with conduct by him and his undertakings to the Area Manager or Health & Safety Manager.
- d. Submit detailed risk assessments and method statements prior to commencing work. Risk assessments must be in writing and be suitable & sufficient to identify all risks to employees and others.
- e. Provide evidence of training and competence of yourself and employees.
- f. Fully co-operate and co-ordinate with Anderselite and other contractors that may be on site.
- g. Not sub-contract any work.

**Human Resources**


- a. Identify training needs and ensure everyone receives adequate and appropriate training in the tasks they are required to perform.

**Consultation**

In accordance with the Health and Safety (Consultation with Employees) Regulation 1996, the company will regularly consult with the employee representative on matters of health and safety. The representative will then cascade information discussed to Anderselite employees. Suggestions on ways in which the safety performance can be improved will always be welcome and can be sent to either the employee representative or the Health & Safety Manager.

Should an employee have a concern about health and safety, they should communicate with their Manager immediately. If an unsatisfactory response is received, they should contact the Health and Safety Manager.

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**PLANNING**

**Training**

All employees will complete health and safety training within their induction to the company and/or when they are exposed to new or increased risks whilst at work and when it is required as an action from a risk assessment.

Induction training includes;

- a. Hazards identified in relation to their work activities and place of work
- b. Preventive and protective controls in place
- c. Risks identified by others (Persons who share the same place of work)
- d. Emergency procedure (Fire evacuation, assembly point)
- e. Points of contact (Fire wardens, First Aiders, Health & Safety points of contact)

The Human Resources Department will arrange training where required and a record of all internal and external training will be kept. Health and safety training certificates will be displayed within the applicable office and saved within the individuals personal file.

The Human Resources Department will inform the Health and Safety Manager when points of contact (fire wardens, first aiders etc) leave the employment of the company, ensuring immediate action can be taken to replace the individual.

**Risk Assessments**

In accordance with Regulation 3 of The Management of Health and Safety at Work Regulations 1999, the Health and Safety Manger will ensure that a suitable and sufficient assessment is made of;

- a. the risks to the health and safety of employees, to which they are exposed whilst at work; and
- b. the risks to the health and safety of persons not employed by the company arising out of, or in connection with the conduct of the company or its undertakings.


The assessment will take into consideration the controls in place and where necessary identify additional controls required, stipulating a date of compliance. A record of the assessment will be retained within the H Drive. Clients, sub-contractors and others who are likely to be affected by the company's activities will also be provided with a copy of the assessment.

The Health and Safety Manager must report any findings to the Executive Director, ensuring the additional controls required are actioned. The Health and Safety Manager must ensure action is taken where required and edit the assessment, if no action is taken were required, notification must be brought to the Executive Director.

When changes are made to the place of work, the Health and Safety Manager must be notified to ensure the assessment is valid, situations would include;

- a. New equipment/machinery
- b. Maintenance work
- c. Change to place of work

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The assessment will also be reviewed in the event of an accident or incident to identify if it is still current and where necessary amend if required.

Where changes to the assessment are not made, it will be reviewed annually to ensure its validity and effectiveness.

**Emergency Provisions**

**First Aid**

In accordance with the Health and Safety (First Aid) Regulations 1981, each office will have suitable and sufficient first aid equipment and provisions.

All first aiders will be suitable trained and notification of first aiders will be clearly displayed within the office. Each first aider will also receive a high visibility vest which must be worn in the event of an emergency, ensuring ease of identification.

Each office will nominate an individual to look after the First Aid equipment, ensuring it is complete at all times and any defective or missing items are replaced immediately.

**Fire**

In accordance with the Regulatory Reform (Fire Safety) Order 2005, each office will have suitable and sufficient fire equipment and provisions. Every office will have;

- a. Suitable and sufficient fire extinguishers (tested annually and visually inspected regularly)
- b. Suitably trained fire wardens
- c. Clearly displayed Fire Action Plan
- d. Office plan – detailing emergency exits, location of fire extinguishers, fire alarms
- e. Emergency signs
- f. Fire drills – record retained by Landlord
- g. Fire risk assessment
- h. Rubbish removed regularly
- i. No smoking premises

Notification of fire wardens will be clearly displayed within the office. Each fire warden will also receive a high visibility vest which must be worn in the event of an emergency, ensuring ease of identification.

The Health and Safety Manager will liaise with each Building Management about emergency lighting (internal and external), testing of fire alarms, external fire doors and the inspection of lifts.


Emergency equipment, gang ways, fire exits, or fire escape routes must not be obstructed. If any of these situations are detected, they must be reported immediately to management.

Untidy areas create unacceptable risks and must be avoided at all times.

**Accidents, Incidents, Dangerous Occurrences and Diseases**

See separate policy located on SharePoint.

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**Stress**

See separate policy located on SharePoint.

**Young Persons**

A young person is any employee under the age of 18. When a young person is employed by the Company, a risk assessment must be undertaken to identify any additional precautions required whilst undertaking business activities.

**VDU Workstations**

See separate policy on SharePoint.

**Workstation Rules**

- a. Must be set up in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.
- b. Suitable and sufficient equipment must be supplied for the task they are required to perform.
- c. Vents must be kept clear at all times.
- d. Screens must be kept free from glare.
- e. There must be a sufficient amount of room on, under and around the work station.
- f. Drawers must be kept closed when not in use.
- g. Sufficient breaks must be taken from the display screen (recommended break ever 20min of continuous use).
- h. Furniture arranged safely, to avoid injury from sharp corners.

**New and Expectant Mothers**

Expectant Mothers should report to either their line manager or the Human Resources Department of their condition as soon as practicably possible. A risk assessment will be completed and continual monitoring will be arranged as the pregnancy progresses.

**Welfare and Housekeeping**

All Anderselite office buildings have welfare facilities which include:

- Separate toilet facilities for ladies and gentlemen
- A kitchen area with facilities for making drinks, cold storage for food and cold drinking water.
- Designated areas for eating food.


Employees are required to keep these areas clean & tidy, and to report any maintenance issues to the building management to action accordingly.

**Housekeeping Rules**

- a. Work areas and gangways must be kept clear, in a clean and tidy condition at all times.
- b. Any spillages must be cleaned up immediately. In the event of a wet or slippery floor, a sign must be in place to notify others.
- c. Fire exits or escape routes must be kept clear at all times.
- d. Emergency equipment must be readily accessible.
- e. Rubbish must be removed every day.



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- f. Trailing leads and cables must be covered by suitable covers.
- g. Floor coverings must be kept flat, areas of damage and/or wear and tear must be repaired immediately.

**Working Practises Rules**

- a. All employees must conduct themselves in an orderly manner, refraining from any acts of horseplay.
- b. Shoes must be worn at all times within company premises.
- c. Site visits must be recorded within applicable outlook calendars.
- d. Correct PPE must be worn when attending construction and rail sites.
- e. All employees must be aware of the company's emergency procedures.
- f. When attending sites under the control of other employers, employees must fully co-operate and familiarise themselves with the emergency procedures for that site.
- g. Young persons must be accompanied on site visits.
- h. All employees must be aware of preventative and protective measures in place and fully comply.
- i. Safety guards must not be removed.
- j. All employees must conduct manual handling activities in a safe manner.
- k. Smoking is not permitted within company premises.

**Storage Rules**

- a. Heavy items must be stored as close to the ground as possible.
- b. Upper drawers of filing cabinets must not be overloaded.
- c. Only one drawer of a filing cabinet must be opened at any one time.
- d. Cleaning equipment must be stored in a cool dry place.

**Documentation/Signage Rules**

The following must be clearly displayed within each office:

- a. Health and Safety Law poster
- b. Employers liability insurance certificate
- c. Health and Safety Statement of Intent
- d. Emergency Evacuation Plan
- e. Fire Action Plan
- f. First Aider Certificates
- g. Fire Warden Certificates
- h. Fire Exits
- i. Fire Extinguishers


**Electricity**

Testing of electrical circuits is the responsibility of the premises Landlords, and the results of the testing will be checked during the annual inspections. Anderselite will conduct regular portable appliance testing.

**Electricity Rules**

- a. Electrical equipment will be tested regularly.
- b. Electrical equipment must be visually checked for any defects prior to use.

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- c. Electrical equipment with defects identified must be removed from use immediately and reported to the Health and Safety Manager.
- d. Employees must not attempt any electrical repairs.

**Control of Legionella**

As all premises are rented, the management of legionella is the responsibility of the Landlord. The records will be checked annually when the annual building safety inspection is completed by the Health and Safety Manager or their appointed designate.

**Asbestos Management**

As all premises are rented, the management of asbestos is the responsibility of the Landlord. The records will be checked annually when the annual building safety inspection is completed by the Health and Safety Manager or their appointed designate. However, on occasions when Anderselite appoint contractors to do any work on their behalf which will involve damaging or working on the structure of the building (drilling into walls, working in ceiling voids for example) then a request must be raised with the Landlord to view the asbestos register BEFORE any work commences. The contractor must provide a risk assessment and method statement prior to starting work and therefore will need the asbestos information prior to completing these documents.

**Working at Heights**

At Anderselite, working at heights is not a normal practice. However, when it is required (e.g. when IT staff are fitting or checking equipment mounted on the ceiling), then a risk assessment should be completed which will ensure the correct type of step ladder is used for access or a working platform is used if working at height for a sustained period. Employees must not stand on furniture or chairs to gain access.

**Personal Protective Equipment**


Personal Protective Equipment (PPE) shall be worn without exception wherever necessary, as identified by risk assessments. All items of PPE must be used and looked after in accordance with the manufacturer’s instructions. In the event of general wear and tear, lost or damaged items of PPE, it must be reported immediately to the local manager to obtain replacement.

Employees visiting construction and rail sites must wear a safety helmet, high visibility vest and safety boots as a minimum.

**Visitors**

The employee hosting a visitor is responsible for their health, safety and welfare. The visitor must be made of aware of arrangements of a fire evacuation and should be escorted for the duration of their visit. A visitor is not an external contractor and must not be left alone to complete their work. If this is the case, please see the “External Contractor” section of this policy.

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**MEASURING AND MONITORING**

In accordance with The Health and Safety at Work etc Act 1974, the company will monitor and review the effectiveness of the Policy to ensure health and safety performance is maintained and improved. This will be established through the use of audits and proactive and reactive performance reviews. Internal and external audits will determine whether the health and safety policy, organisation and systems are actually achieving the required reliability and effectiveness. Dates of internal and external audits will be retained within the Quality Management System.

Pro-active monitoring monitors the extent of compliance with policies and procedures before an accident, incident or ill health occurs.

- a. Workplace inspections
- b. Management system audits
- c. Examination of documents
- d. Behavioural observations

Re-active monitoring monitors accidents, incidents and ill health.

- a. Accident incidence rates
- b. Ill health incidence rates
- c. Accident frequency rates
- d. Accident severity rates
- e. Sickness absence
- f. Incidents (near-misses)

Reports from the above will be provided to the Executive Director. Health and safety actions identified will be disseminated to all employees through Directors / Divisional Managers.

**REVIEW**

The Policy will be reviewed if any of the following situations occur;

- a. Management structure changes
- b. Business development or change
- c. Changes to legislation applicable to the company
- d. Falls are identified within the structure of the policy
- e. Objectives are identified as unrealistic or irrelevant

If none of the above occurs, the Policy will be reviewed annually to ensure its validity and effectiveness.