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# Employment Services Ltd

## Health and Safety Policy

### **General Statement**

Unique Employment Services Ltd is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction and training (if necessary) to enable the safe performance of work activities.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety. Competent people will be appointed to assist us in meeting our statutory duties.

Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all Unique employees. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions. Within each branch a Fire Risk and Risk Assessment will be on file and reviewed on a regular basis with full arrangements and contact details for that branch.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

### **Overall responsibility**

Unique Employment Directors will accept overall responsibility for all matters, including those regarding health, safety and welfare.

### **Company's responsibility**

Unique Employment commits to:

- Providing and maintaining systems at work that are safe and without risk to health.
- provide sufficient resources to meet the requirements of current health and safety legislation, and aim to achieve the standards of good practice applicable to our

activities.

- actively promote an open attitude to health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- provide adequate training for our staff (where and if necessary) to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- carry out and regularly review risk assessments to identify hazards and existing control measures; we will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
- maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
- ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled.

### **Branch Managers responsibility**

Managers are responsible for ensuring that the Health & Safety policy is implemented within their own branches. Managers must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified the Manager must ensure that these are rectified, so far as is reasonably practicable.

Branch Managers duties include the following.

- Ensuring that employees, contractors and visitors are aware of safety procedures.
- Establishing that all equipment and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Providing adequate training (if necessary), information, instruction and supervision to ensure that work is conducted safely.
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity.
- Bringing to the prompt attention of Directors any health and safety issue that requires their attention.
- Ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out.
- Maintaining safe access in/out of the workplace at all times.

## **Employee responsibility**

All employees must:

- take reasonable care for their own health and safety.
- consider the safety of other persons who may be affected by their acts or omissions.
- work in accordance with information provided. Individuals will be nominated to undertake health & safety duties as required.
- refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- report any hazardous defects in equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- not undertake any task for which authorisation and/or training has not been given.

## **Health and Safety Assistance**

Within each Unique branch a person has been appointed to assist in meeting our health and safety obligations. The role of this appointed person will include looking after the first-aid equipment and facilities and calling the emergency services when required. They will ensure that statutory provisions are met and that the safety policy is being adhered to. Please refer to each branch Health & Safety displayed poster to ascertain names of your appointed Health & Safety person/s.

We recognise that there may be occasions when specialist advice is necessary. In these circumstances, the services of competent external advisors will be obtained.

*First Aid* - your branch appointed person will ensure there is a suitably stocked first-aid box and will take charge of first-aid arrangements such as calling emergency services if required.

*Emergency procedures* are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The Manager of each branch is responsible for ensuring that all employees and visitors within the area are informed of, and are fully conversant with, emergency procedures.

*Information and communication* — Unique Employment Services Ltd will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees.

Statutory Health & Safety Posters will be displayed in each branch.