Health & Safety Policy

The following statement covers the Company's Health & Safety policy and copies must be displayed on notice boards in each operational location.

The need for full and ongoing co-operation in matters of Health & Safety is fully recognised. To promote this co-operation a copy of the clients Health & Safety at work policy will be required by Saxon Chase.

The contents of this policy are to be made known to all temporary and permanent employees during both recruitment and subsequent placement of temporary staff.

Any acts in contravention of this Company Policy will constitute misconduct and will lead to disciplinary action being taken.

COMPANY POLICY AND ORGANISATION TO ENSURE THE HEALTH, SAFETY AND WELFARE OF EMPLOYEES AND OTHER PERSONS.

General Policy

It is the policy of Saxon Chase to ensure, so far as is reasonably practicable, the health, safety and welfare of all our employees whilst they are at work, the health and safety of visitors at our premises and all other persons that may be affected by our undertakings. Saxon Chase accepts its legal responsibilities and will, now and in the future, abide by all pertinent legal requirements.

Saxon Chase will endeavour 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.

Appropriate preventative and protective measures are, and will continue to be implemented following the identification of work-related hazards and assessment of the risks related to them. 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 herein and in associated health and safety documented records.
This policy will be kept up to date, to reflect changes in the nature and size of the business. To ensure this, the policy and its effectiveness will be reviewed annually.

The promotion of safe and healthy working conditions is regarded as a mutual objective of management and staff at all levels within each company and at each branch and location within Saxon Chase.

Temporary Contractors of Saxon Chase may be deployed on contract work at various locations and it is a condition of their employment that in addition to this policy, they will comply with all Health & Safety requirements of client companies.

The client will ensure, with Saxon Chase support, an agreed induction programme for all temporary employees is carried out; this will include any information and training such as manual handling evacuation procedures, handling of chemicals, noise level, environmental hazards etc. as appropriate. Details of such training shall be recorded in the individual's personal file.

It is the policy of Saxon Chase, therefore, that all reasonably practicable steps will be taken to ensure the Health, Safety and Welfare of all employees and the protection of those who may be affected by the operation of the branches and/or offices.

Company's responsibility

It is the duty of management to ensure the following:

- Providing and maintaining systems of work that are safe and without risk to health;
- Ensuring safety and absence of risks to health in connection with handling, storage and transport;
- Providing information, instruction, training and supervision;
- Maintaining all places of work in a safe condition;
- Providing and maintaining a safe working environment.

Your responsibility

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 personal protective equipment provided and meeting statutory obligations;
- Reporting incidents that have lead to injury or damage;
- Reporting near misses;
- All such incidents must be recorded and copied to the Manager using the internal report form. Any failure to adhere to the Company Health and Safety Policy and Procedures will be considered a serious disciplinary offence and is one which may lead to dismissal;
- Adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.

Accidents

The Company is obliged by law to keep record showing details of all accidents, which occur on the premises. Therefore all accidents, however minor, to both employees and customers must be reported immediately. If any accidents are serious enough to warrant hospital treatment these must also be reported to the local authority. A RIDDOR form must be completed. For detailed operational information, see Health & Safety Manual.

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 and in the Fire Safety Log Book.

Specific Health and Safety requirements of client companies will be determined during pre-contract negotiation without prejudice to the of 'Terms Of Business' these requirements will be communicated to temporary staff as part of placements procedures.

All employees are required to co-operate in fully supporting this policy and to show a positive attitude to safe working in carrying out their responsibilities.

Legislation on matters of Health, Safety and Welfare is considered to be only the minimum level to be accepted by both management and by employees, and the company believes that joint efforts in achieving higher standards will operate to the benefit of all concerned.

Training

As and where the need is identified, through risk assessment, audits or investigations, training will be sourced, delivered and recorded.

Detailed Extension of the Policy

Directors, Managers and Contracts Managers carry the prime responsibility for the safe operation of activities within their areas of operations with the assistance and guidance of the designated person responsible for the overall Health, Safety and Welfare within the company. See appendices.

Good standards of housekeeping are expected throughout each location in order to reduce accident hazards to the minimum. See Health & Safety Manual.

Adequate and appropriate consultation shall take place between management and employees so as to facilitate effective co-operation in promoting and developing the necessary measures.

The persons responsible for the Health, Safety and Welfare within each branch/location, together with other appropriate members of management, to ensure safe working conditions, will carry out regular internal inspections. These will include –

Safety Audits of each location and the Company as a whole will be carried out annually or as often as necessary. The findings will be conveyed to all those affected by the results and those responsible for managing health and safety. Audit reviews will take place at suitable intervals throughout the year.

Manual Handling Assessments will be carried out annually at all locations for all relevant tasks. The results of the assessment will be made known to all employees and the relevant members of management. Manual handling procedures and techniques will be reviewed more often if and when it
becomes necessary. Relevant training for managers and employees will be given where and when appropriate.

Work related road safety has an impact on a large number of our staff due to the nature of their work. Our staff will be advised and informed as to company policy with regard to safety and driving at work and where appropriate instruction will be given. For more information please see Health and Safety Manual.

Ergonomic Assessments will be carried out annually at all locations to ensure safe working practices and conditions for all employees. Assessments will be carried out more regularly as and when appropriate. All employees shall receive the instruction, training and supervision they need to work safely.

A Permit to Work system will be used for all contractors carrying out work at any of our locations. For details and forms see Health and Safety Manual.

COSHH assessments will be carried out at each location with the results being recorded and staff made aware of the findings. For details and assessment process see Health and Safety Manual.

Details of such inspections shall be reported to the person responsible for the overall Health, Safety and Welfare within the company, as and when carried out.

Wherever necessary, the client, as required by Health and Safety Legislation, shall provide necessary PPE of the correct statutory standard. Any other arrangements will be contractual and do not affect the duty placed upon the client.

Whenever any accident occurs, whether or not injuries are sustained, the fullest details are to be entered in an Accident Report Book, to be maintained by the person responsible for the Health, Safety and Welfare within each branch/location. The designated person and other company personnel to prevent future occurrences will investigate all accidents.

Accidents or injuries occurring on client's premises will also be reported and entered in their accident book. A copy of all client entries in the accident book relating to Saxon Chase temporary staff will be kept within the Saxon Chase Accident Book.

Adequate first-aid facilities and equipment will be provided in accordance with legislative requirements at all Saxon Chase locations. Responsibility for adequate first aid facilities at client premises is vested with the client. See Health & Safety Manual.

As required by legislation, Saxon Chase fire alarm systems will be regularly tested, and sufficient and suitable means of escape will be provided for use in case of fire. Evacuation practice will be held at intervals where required. Every employee will be given guidance in fire prevention and escape procedures during the course of his/her induction. The Evacuation procedures will be recorded at each Saxon Chase location.

Temporary employees under the supervision of client companies will be instructed with regard to safety, fire prevention and escape procedures by a representative of the client company.

The company will ensure that training is given to all personnel including those joining the company, to ensure that they fully understand and are capable of carrying out their duties.

Contractors and visitors on Saxon Chase premises will be required to comply with regulations and ensure, in co-operation with management, the safety of their own and Saxon Chase employees. See Health & Safety Manual.

Such contractors and visitors will be advised of any hazards they may meet and will be accompanied into the premises by a representative person.

Organisation to Carry Out This Policy

Susan Challoner, HR & Finance Manager, is designated as being the person with overall responsibility for the co-ordination and monitoring of the Safety Policy throughout Saxon Chase, and will be expected to provide or organise any advisory service to branch and location management on all matters concerning Health, Safety and Fire Protection and legislation thereto.

Saxon Chase
Construction Recruitment Specialists

Having regard for the need to maintain this policy as an up-to-date working document it will be regularly reviewed as required but not less than every 12 months.

DESIGNATED PERSON: **Susan Challoner**

POSITION: **HR & Finance Manager**

On behalf of Saxon Chase Recruitment Limited:

SIGNATURE: S.E. Challoner **DATE:** 11/01/2023.

11/01/2033.

The person designated as being responsible for the Health and Safety arrangements and for ensuring that all employees undergo the necessary training within this location is:-

APPENDIX 1

List of relevant statutory provisions applying to Saxon Chase:

- Health & Safety at Work etc Act 1974
- Management of Health & Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002
- Personal Protective Equipment at Work Regulations 1992
- Workplace (Health, Safety & Welfare) Regulations 1992
- Fire Precautions (Workplace) Regulations 1997 amended December 1999

APPENDIX 2

Responsibilities

Ultimate responsibility for health and safety rests at director level, with delegation of duty to managerial employees. Those named must be fully aware of their duties, details of which should be included in their job description.

Overall and final responsibility within the organisation rests with

Name:	Susan Challoner
Status:	HR & Finance Manager
Location:	Burntwood Office

Competent person who will advise

Name:	Jason Challoner
Status:	Managing Director
Location:	Burntwood Office

Person responsible for execution of the policy at
Premises:

Name:	Jo Smith
Status:	Operations Manager
Location:	Burntwood Office

Person who will deputise

Name:	Jo Smith
Status:	Operations Manager
Location:	Burntwood Office

Employees must rectify risks to health and safety themselves where possible. Failing this, the risk must be reported straight away to the appropriate person named above.

BRANCH MANAGERS ARE RESPONSIBLE FOR THE HEALTH AND SAFETY WITHIN THEIR BRANCH AND REPORT TO THEIR REGIONAL OR GENERAL MANAGERS.

Person responsible for safety training

Name:	Susan Challoner
Status:	HR & Finance Manager
Location:	Burntwood Office

Person responsible for investigating accidents and dangerous occurrences

Name:	Susan Challoner
Status:	HR & Finance Manager
Location:	Burntwood Office

APPENDIX 3
Medical Facilities

First Aid requirements must be met every working hour of the day for all employees whether working at the designated establishment or away. Employees must be made aware of the provision, and records must be kept of treatment administered.
First-Aiders

Name(s): Jason Challoner

First Aid Box/First Aid Room is located at:

Location: Burntwood Office

The Accident Book is located at:
Location: Burntwood Office

Emergency Services

Nearest Hospital with a Casualty Department
Name: Cannock Chase Hospital
Address: Brunswick Rd, Cannock, Staffordshire WS11 5XY
Telephone: 01543 572757
Police Station
Name: Staffordshire Police
Address: Cannock Road, Stafford, Staffordshire ST17 0QG
Telephone: 03001 234455
Fire Station
Name: Staffordshire Fire Service
Address: N/A
Telephone: 999
Employer Contact
Name: Jason Challoner
Address: N/A
Telephone:

APPENDIX 4
Training

Good training will ensure that employees are competent to carry out their tasks, thus reducing risk to health and safety. In hazardous situations special training may be required.

Person(s) Responsible for Training
Name: Susan Challoner
Status: HR & Finance Manager
Location: Burntwood Office
Telephone: 01543 677244

APPENDIX 5
Policy on Risk Assessment

In order to comply with the legislation requirements of Health & Safety at Work Regulations 1999 and to further the aims of maintaining and developing the health, safety and welfare of our employees, Saxon Chase will carry out and record workplace risk assessments.

We will rapidly deal with any significant findings as a result of the risk assessment process. All necessary supplementary risk assessments, examples being those for new and expectant mothers and COSHH, will be carried out.

Staff responsible for risk assessment will be trained and supported by the company structure.
Confirmation that risk assessments have been carried out and significant findings will be reported.

Spot checks and audits will be carried out. For further information and reporting forms see Health & Safety Manual.

APPENDIX 6
Driving Policy

- Driving is an integral part of the daily functions of the Saxon Chase Group and as such will be managed at all levels throughout the company.
- Management will include ensuring legal compliance and following as far as is reasonable and practicable HSE Guidance. This will require –

- Ensuring the vehicle is safe, suitable and correctly insured, to this end, wherever possible a company car shall be used.
- Vehicles will, so far as is reasonable and practicable, be chosen for their safety record for both drivers and pedestrians i.e. No bull bars.
- Drivers must know how to use and set up the vehicle i.e. Set head rests, check tyre pressures, screen wash, alter chair, use ABS etc
- Mobile phones shall not be used whilst driving unless a suitable, legal handsfree set is used. NOTE. Not all handsfree kits are suitable, one with a cradle is preferred. If unsure contact your immediate manager to ascertain the suitability of the handsfree kit you intend to use.
- Even with a handsfree kit the conditions such as weather, traffic intensity etc. may make the use of a mobile phone unsafe and therefore unacceptable.

- Journey's shall be planned to ensure –
- The round trip journey time when added to the work time is not excessive.

- Time is allowed for breaks where necessary. The Highway Code recommends at least a 15 minute break every 2 hours.
- Drivers are not expected to drive beyond their, experience, confidence and general ability.
- Drivers must be healthy and fit enough to undertake the task.
- Where possible the hours when sleep related accidents occur shall be avoided (2am-6am and 2pm and 4pm).
- Journey times should take into account breaks, adverse conditions, the return journey and any factors that may put pressure on drivers to exceed safe speeds.

NB. Failure to comply with this policy and the guidance in the Health and Safety Manual shall constitute misconduct and appropriate disciplinary action will be taken.

APPENDIX 7
COSHH POLICY

With regard to the Branch/Site offices there should be no need to use substances and chemicals other than those that can be purchased from a high street retail outlet.
Most are covered in the generic COSHH risk assessment in the Health and Safety Manual. Any substances used in a branch/site that are not covered by the risk assessment must be added to the risk assessment.
Employee's working on a clients premises as a placement are covered by the clients duty of care and must receive the information, instruction and training from the client as per the Control of Substances Hazardous to Health Regulations 2002 (COSHH), Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 and the Management of Health and Safety at Work Regulations 1999.

APPENDIX 8
Manual Handling Policy

Manual handling in the branch/site offices will be kept to a minimum. All staff will be made aware of manual handling methods and controls. Techniques, principles and controls can be found in the Health and Safety Manual. Any training needs identified will be met with a suitable and sufficient response.
Employee's working on a client's premises as a placement are covered by the clients duty of care and must receive the information, instruction, training and supervision identified as necessary by the clients risk assessments. Only the client can identify the training needs for manual handling during the processes on their site and must ensure the necessary information, instruction, training and supervision takes place.

APPENDIX 9
Policy on Stress at Work

Where necessary Managers will be trained to recognise and deal with stress in the workplace. Saxon Chase will do all it can to ensure work is organised in such a way as to avoid stressful situations.
Employees who feel they may be suffering the effects of stress are encouraged to seek advice from their immediate managers and where necessary through the management chain.
Where a need for training or other support is identified the company shall endeavour to secure such for employees.

APPENDIX 10
The Hazards Arising at Work and Precautions Necessary

Accidents and RIDDOR	See Health & Safety Manual
COHH	Risk Assessment
	See Health & Safety Manual
•Display screen equipment	See Health & Safety Manual
•Drugs in the workplace	See Policy document and Health & Safety Manual
	See Policy document and Health and Safety Manual
•Electrical appliances:	Visual Checks and testing
	See Health & Safety Manual
•Fire:	Risk assessment
	Prevention policy
	Evacuation procedure
	See Health & Safety Manual
•Manual handling	See Health & Safety Manual
	Risk Assessment
New and Expectant Mothers:	See Health & Safety Manual
	Risk Assessment
•Sickness & absence	See Operations Manual
Stress	See Health & Safety Manual
Welfare	See Health & Safety Manual
Working Alone	See Health & Safety Manual
	Risk Assessment