

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.

Responsibilities

Final responsibility for health and safety is that of:

- ⇒ **KATHY TOMLIN (Managing Director)**

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

- ⇒ **LEE TOMLIN (Senior Director)** - Office Based Staff
- ⇒ **SARAH RIGBY (Senior Director)** - Field Based Supervisors/Interviewers

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

Lee Tomlin	Fire Safety and general building safety
Laura Casey	Initial training/induction for Telephone Staff
Field Supervisors	Initial training/induction for field based interviewers/recruiters
Sarah Rigby	Maintenance of Accident Book
Field Supervisors	Safety check of venues / Initial reporting of any Accidents /Safety Concerns to Head Office
Lee Tomlin	Annual electrical safety check
Sarah Rigby	Initial induction for Full time staff
Sarah Rigby	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.
- ⇒ 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 Sarah Rigby and reviewed annually or when work activity changes, whichever is soonest.

Consultation with employees

Consultation with employees is provided by:

- ⇒ **Sarah Rigby / Lee 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

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

- ⇒ **Laura Casey** - Telephone Interviewers
- ⇒ **Relevant Line Manager/Supervisor** - All other staff

Sarah Rigby 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:

- ⇒ **Laura Casey** - Telephone Interviewers
- ⇒ **Sarah Rigby** - 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 **Lee Tomlin**.

Accidents, first aid and work related ill health

There is a first aid box kept in the **staff kitchen**.

The appointed first aiders within the office are:

Sarah Rigby
Claire Jones
Laura Casey

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

Sarah Rigby 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.

Sarah Rigby is responsible for investigating accidents and work-related cases of sickness absences.

Sarah Rigby is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

Lee Tomlin 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.