



MacArthur Recruitment
Windy Ridge
Portinscale
Cumbria
CA12 5RW

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1 - Health and safety policy statement

MacArthur Recruitment is dedicated to operating a Safety Management System in accordance with the principles of OHSAS 18001:2007. We take seriously the health and safety of all our employees, customers, agency workers and contractors. We will ensure that the highest standards in Health, Safety and Welfare for all our employees are achieved by:

- Controlling the health and safety risks at work and ensuring that company meets and exceeds its legal obligations with regards to H&S management.
- Involving employees on health and safety issues that affect them.
- Making sure that where employees work, and any equipment they use, is safe.
- Provide a safe and healthy environment for all employees, visitors and contractors on our premises.
- Making sure that dangerous substances are stored and used safely.
- Providing sufficient training and mentoring to ensure the competence of all staff.
- Making sure employees can do their jobs, and are properly trained.
- Trying to stop accidents and work-related health problems.
- Regularly checking that working conditions are safe and healthy.
- Regularly reviewing this policy and making changes if necessary.
- Conduct regular risk assessments and health and safety reviews.
- Making provision for safe methods of handling, transport and storage of items, materials and substances as required by relevant regulations.
- Issuing all necessary personal protective equipment to our employees and temporary workers.

MacArthur Recruitment is responsible for the reporting of events covered by the RIDDOR (2013) Regulations as following

- In all cases of death, major injury or disease to our employee.
- In the case of a non-employee being injured on our premises or a specified dangerous occurrence on our premises.
- All accident that result in the injured person being absent from work for more than 7 days. These incidents must be reported within 15 days of the first day of absence.

This policy is communicated to all employees including part-time, full-time or temporary and is reviewed annually to ensure that it remains relevant and appropriate. This policy is available to the public and all other interested parties on request.

S Harding and E Alcorn
Directors

Date: September 2017

2 - Responsibilities

Stephanie Harding Director has overall and final responsibility for health and safety		
Stephanie Harding Director has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of:	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Ewen Alcorn Stephanie Harding Directors	Follow DSE guidelines Perform annual risk assessment
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Stephanie Harding Director	Perform annual risk assessments Review training needs annually
Engage and consult with employees on day-to-day health and safety conditions	Stephanie Harding Director	Include discussion of Health and Safety at management meetings.
Implement emergency procedures – evacuation in case of fire or other significant incident. https://www.gov.uk/workplace-fire-safety-your-responsibilities	Stephanie Harding Director	carry out a fire risk assessment of the premises and review it regularly tell staff about the risks identified put in place, and maintain, appropriate fire safety measures plan for an emergency provide staff information, fire safety instruction and training identify and communicate the escape routes and assembly points
Maintain safe and healthy working conditions, provide and maintain, equipment, and ensure safe storage/use of substances	Ewen Alcorn Stephanie Harding Directors	Follow instructions for equipment and storage. Alert Office Manager of any new plant/equipment which needs assessment. Alert Office Manager of any working conditions (eg, temperature/noise that may affect health)

3 - First Aid

Health and safety law poster is displayed at: In the main office
 First-aid box is located: In the bathroom and Boot room
 Accident book is located: In the main office (Company file)

4 - Fire Escape Plan

From main office, descend to first floor and ground floor via stairs and directly out of front door to front of building. Phone 999. A visual plan is in the office.

5 - Emergency services

- Nearest Hospital with a Casualty Department:**
 Name: Cumberland Infirmary
 Address: Newtown Road , Carlisle, Cumbria, CA2 7HY
 Telephone Number: 01228 523444

2 Police Station
 Name: Cockermouth Police Station
 Address: Europe Way, Cockermouth CA13 0RJ
 Telephone Number: 101

5 Electricity
 Name: Ecotricity
 Address: Electricity North West
 Telephone Number: 0800 195 4141

3 Fire Station
 Name: Keswick Fire Station
 Address: Penrith Road, Keswick
 Telephone Number: 0800 358 4777

6 Water
 Name: United Utilities
 Address:
 Telephone Number: 0345 6723 723

4 Gas
 Name: Ecotricity
 Address:
 Telephone Number: 0800 111 999

7 Employer Contact
 Name: Steph Harding
 Address: Windy Ridge
 Telephone Number: 07968728190

6 - Risk Assessment – September 2017

MacArthur Recruitment To be reviewed if this might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	No			
Posture problems/injuries, from overuse or poorly designed workstations. Headaches or sore eyes, eg from poor lighting.	Staff using DSE	Ensuring good posture at desks (training). Positioning chairs and PC equipment comfortably. Ensuring breaks away from desk. Provision of adequate lighting. Regular eye-tests provided. Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting.	Remind laptop users to carry out regular DSE assessment to avoid problems and identify any issues. Remind staff to inform SH if any pain or difficulties occur.	SH	21/9/17	Yes
Burns from kitchen equipment	Staff and visitors using equipment	Ensure equipment in good working order. No trailing leads.	No			
Falls from the steps/access to the main office	Staff and visitors	Providing a handrail. Providing a barrier round the exit point. Meetings with visitors to be held in the downstairs office.	No Barrier needs maintenance	SH/EA	10/17	

Stress	All staff could be affected by factors such as striving for targets, taking on multiple roles etc.	Regular team meetings to discuss progress. Set 'down time'. Set lunch breaks etc.	No			
Electrical risks	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Staff trained to spot and report (to office manager) any defective electrical equipment. Defective equipment taken out of use safely and promptly replaced.	No			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	Smoke alarms fitted Fire escape plan completed.	Fire extinguisher to be purchased for office	SH	Oct 17	
Lone working	Staff could suffer injury/ ill health while out of the office, eg on client visits, or while working alone in the office.	Staff write visit details in office diary and give a contact number.	No			