

HEALTH & SAFETY POLICY

Rutledge Recruitment & Training will be referred to as “The Company” throughout the remainder of this document.

POLICY STATEMENT

It is the policy of the Company to ensure, so far as is reasonably practicable, the health, safety and welfare whilst at work of all employees and learners of the organisation. It is also our policy to safeguard, so far as is reasonably practicable, the health and safety of contractors, and other legitimate visitors who may be affected by the organisation's activities.

The Company considers that good health and safety performance is a fundamental prerequisite and to this end, the Company commits itself to achieving the following objectives :-

- Prevention of injury and health impairment of all persons affected by the activities of the organisation;
- As a minimum, meeting all legal requirements relevant to health and safety;
- Provide information, instruction, training and supervision as necessary to ensure the health and safety at work of employees and trainees.
- Provide and maintain a working environment for employees and trainees that is safe, without risks to health, and with facilities and arrangements that are adequate for their welfare at work.
- Adoption and promotion of best practice in all aspects of health and safety at work, where it is reasonably practicable to do so.

All new employees / learners will receive a planned induction which includes the organisation's health & safety policy, safe working practices and accident reporting procedures.

First aid facilities will meet the standard required by legislation and sufficient First Aiders will be appointed throughout the branch network.

Responsibility

Executive responsibility lies with the Managing Director to ensure that the requirements of the Health and Safety legislation and the organisation's Health & Safety Policy are complied with.

Primary responsibility for ensuring the safety of any activity rests with those who arrange and direct the work. Safety is therefore an important issue that needs to be considered at all levels of management. Meeting all legal requirements is a substantial undertaking in itself, which demands the integration of Health and Safety management into all planning activities.

Visible commitment from the most senior management of The Company and within individual branches is of paramount importance. However, the support and active co-operation of all staff and trainees of the organisation are also essential if safety is to be ensured.

To meet the organisation's Health and Safety objectives it is essential that all significant direct and indirect risks inherent in the work of the organisation are identified, and steps taken to control these risks.

All staff employed by The Company/ Learners are expected to comply with any safety arrangements that are in force within the organisation. Staff are also under a legal obligation to take reasonable care for the Health and Safety of themselves and others. Anyone contravening these stipulations may be subject to the organisation's disciplinary proceedings and possible legal action.

It is also an **offence** for any person to interfere with or misuse anything that is provided in the interests of safety.

Risk Assessment

It is the responsibility of each Branch Manager to ensure that 'suitable and sufficient' risk assessments (which take account of all the significant hazards inherent in the work within their area of responsibility) are carried out (and recorded), and that resultant actions are carried out.

The process of risk assessment will be used to ensure that this is done in an efficient, systematic and cost effective manner. This is not only a legal requirement, but also ensures that efforts are targeted towards dealing with those areas and activities where the greatest potential for harm exists.

Where specific legal requirements exist, compliance with these is mandatory: where risk assessment shows that this standard is insufficient to ensure Health and Safety then a higher standard must be adopted.

Accident and Incident Reporting and Investigation

All incidents need to be investigated to the extent necessary to identify their underlying causes and to enable these to be remedied. The primary responsibility for this rests with the Branch Manager in which the incident has occurred. The occurrence of the incident and the outcome(s) of the investigation should be recorded and reported to the Safety Co-ordinator. The Procedure for Accident Investigation is incorporated in the Health and Safety Guidelines.

Branch Managers are responsible for ensuring that all accidents and other non-injury incidents are notified to the Safety Co-ordinator as soon as practicable, and in any case within five working days.

Chief Executive Officer:



Reviewed by:
Revised by:

SMT (August 2012)
Breda Cullen