

Company Name:	Employment of London Ltd ("the Company")
Policy Name:	Health and Safety Policy
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SECTION 1: General statement of policy

Company Policy

It is the policy of the Company 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.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

Following the identification of work related risks and hazards, the Company will take preventative and protective measures. 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 in this policy and in associated health and safety records.

This policy will be kept up to date, to reflect changes in the nature and size of the Company. To ensure this, the policy and its effectiveness will be reviewed annually.

Company's responsibilities

- It is the duty of management to:
- provide and maintain systems of work that are safe and without risk to health;
- ensure safety and the absence of risks to health in connection with handling of equipment, storage and transport;
- provide information, instruction, training and supervision;
- maintain all places of work in a safe condition;
- provide and maintain a safe working environment.

Your responsibilities

- 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 protective equipment provided and meeting statutory obligations;
- adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.
- reporting incidents that have led to injury or damage;

All such incidents must be recorded and reported to senior management using the internal report form, which is available from the training room. Any failure to adhere to this policy and the procedures set out in it will be considered a serious disciplinary offence and is one which may lead to dismissal (refer to provision in your Company disciplinary policy).

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.

SECTION 2: Responsibilities

Ultimate responsibility for health and safety rests with the Board of Directors, with delegation of duty to managerial employees and/or Head of Departments. Those named must be fully aware of their duties, details of which should be included in their job description.

- 1. Overall and final responsibility within the Company rests with: Name:**
Muhammad Tufail
Status: Managing Director Mobile Phone:
07397161666
Email: muhammادتufail@eoll.co.uk
- 2. Person responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:**
Name: Dalvi Panesar Status: Branch
Manager Mobile Phone: 07921401176
Email: dalvipanesar@eoll.co.uk
- 3. In the absence of the person named in 2 (above), s/he will be deputised by: Name:** Pinky Kalsi
Status: Operations Manager Mobile
Phone: 07508745063 Email:
pinkykalsi@eoll.co.uk
- 4. In the event of accidents and dangerous occurrences, such incidents should be reported to:**
Name: Pinky Kalsi
Status: Operations Manager Mobile
Phone: 07508745063 Email:
pinkykalsi@eoll.co.uk

Section 3: Risk assessments

1. Risk assessments will be undertaken by:

Name: Dalvi Panesar
Status: Branch Manager
Mobile Phone: 07921401176
Email: dalvipanesar@eoll.co.uk

2. The findings of the risk assessments will be reported to:

Name: Dalvi Panesar
Status: Branch Manager
Mobile Phone: 07921401176
Email: dalvipanesar@eoll.co.uk

3. Action required to remove/control risks will be approved and implemented by:

Name: Dalvi Panesar
Status: Branch Manager
Mobile Phone: 07921401176
Email: dalvipanesar@eoll.co.uk

4. Risk assessments will be reviewed by:

Name: Dalvi Panesar
Status: Branch Manager
Mobile Phone: 07921401176
Email: dalvipanesar@eoll.co.uk

Section 4: Accident reporting

ACCIDENT

Accident arising out of or in connection with the work of our business which is covered by the Regulations and involves:

WHO WAS INJURED?

One of our employees, temporary workers, a trainee at work or a self employed person working on our premises; or

Any other person who is not an employee or trainee at work, but who was either in/on premises under our control at the time.

WHAT TYPE OF INJURY?

Injury causing incapacity for more than 7

Fatal or specified major injury or condition

Other injury

ACTION REQUIRED

We notify the Enforcing Authority

We send a written report on an approved form to the Enforcing Authority within 15 days of the accident.

We make and keep a record of the accident

SECTION 5: Emergency services

Nearest Hospital with a Casualty Department: Name: West Middlesex Hospital
Address: Twickenham Road Isleworth TW7 6AF Telephone Numbers: 999 111 0208 560 2121

Police Station

Name: Hounslow Police Station Address: 3-5 Montague Road TW3 1LB Telephone Numbers: 999 101

Fire Station Name: Fire Station

Address: Faggs Road Feltham TW14 0LZ Telephone Number: 999 0208 555 1200

SECTION 6: Fire safety

It is essential that adequate equipment and staff training is provided on this subject.

Facilities:

Number/location of escape routes: 2 Number/location of fire extinguishers: 4 Number/location of fire alarms: 4 Checked by: Vista Centre
Frequency: Monthly

Fire Drills are the responsibility of: The Vista Centre

Test Fire Drills Weekly on Fridays

Fire equipment maintenance company: Name: Paragon

Fire & Security Systems

Address: Unit 10A Manor Way Old Woking Surrey GU22 9JX Telephone Number: 01483 724 484

Email: info@paragonfire.co.uk

Rules/Procedure in the event of a fire:

Alert everyone, activate the fire alarm and evacuate the building immediately and go to the assembly point behind the building in the car park.

SECTION 7: Workplace equipment

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:

Name: Dalvi Panesar

Status: Branch Manager

Mobile Phone: 07921401176

Email: dalvipanesar@eoll.co.uk

Frequency of Inspections:

Fixed equipment: Quarterly

Portable equipment: Quarterly

Companies/Persons responsible for maintenance and repair:

Name: Amir Munir

Status: IT Support

Telephone number: 07951 938 786

Email: info@solworx.co.uk

SECTION 8: Health and safety training

Good training will ensure that employees are competent to carry out their tasks, thus reducing risk to health and safety.

Person(s) responsible for health and safety training within the Company Name(s):

KB Rafique

Status: Compliance Manager

Mobile Phone: 07498 540 483

Email: kbrafique@eoll.co.uk

In hazardous environments special training may be required.

Person(s) responsible for special training

Name(s): KB Rafique

Status: Compliance Manager

Mobile Phone: 07498 540 483

Email: kbrafique@eoll.co.uk

SECTION 9: Personal protective equipment

An employer has a duty to eliminate or control risk as far as is reasonably practicable before resorting to personal protective equipment. However, many tasks require such precautions, in which case persons at risk must be provided with suitable protective equipment.

Person responsible for assessing and issuing PPE

Name: Dalvi Panesar

Status: Branch Manager

Mobile Phone: 07921401176

Email: dalvipanesar@eoll.co.uk

Person responsible for maintenance of PPE

Name: Dalvi Panesar

Status: Branch Manager

Mobile Phone: 07921401176

Email: dalvipanesar@eoll.co.uk

Person responsible for training in the use of PPE

Name(s): KB Rafique

Status: Compliance Manager

Mobile Phone: 07498 540 483

Email: kbrafique@eoll.co.uk

Section 10: First-aid and medical facilities on the Company's premises

First Aid requirements must be met for all employees whether they are working at the designated premises or elsewhere. Employees must be made aware of the provision, and records must be kept of treatment administered.

First-Aiders

Name(s): KB Rafique

Status: Compliance Manager

Mobile Phone: 07498 540 483

Email: kbrafique@eoll.co.uk

First-Aid Box/First Aid Room is located in:

In the training room

The Accident Book is located:

In the training room

The following is a guide to the contents of the Company's first-aid box:

FIRST-AID BOXES		TRAVELLING FIRST AID KITS	
Individually wrapped sterile adhesive dressings (assorted sizes and appropriate to work e.g. detectable for food handlers)	20	Individually wrapped sterile adhesive dressings	6
Sterile eye pads	2		
Individually wrapped triangular bandages (preferably sterile)	4	Triangular bandages	2
Safety Pins	6	Safety Pins	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx. 12 x 12cm)	6	Individually wrapped moist cleaning wipes	Several
Large sterile individually wrapped unmedicated wound (approx. 18 x 18cm)	2	Large sterile unmedicated dressing (approx. 18 x 18cm)	1
Disposable gloves	1	Disposable gloves	1