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HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work - Act 1974

This is the Health and Safety Policy Statement of

HAUPT RECRUITMENT UK LTD

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 plant and equipment
- To ensure safe handling and use of substances
- 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 promote joint consultation and employee involvement in health and safety at work
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To monitor health and safety performance of the organisation on a regular basis
- To review and revise this policy as necessary at regular intervals

Date: 18 June 2010 Review date: 18 December 2010

Signed:

A handwritten signature in black ink, appearing to read 'Nico Haupt', written over a light blue horizontal line.

**NICO HAUPT
DIRECTOR**



Responsibilities

1. Overall and final responsibility for health and safety is that of Nico Haupt
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Peter Bridle
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas: Peter Bridle - Office H&S; Nico Haupt - Overall H&S; Stanley Coldron - Health and Safety Advise
4. 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 to an appropriate person (as detailed in this policy statement)

Arrangements

1. Health and Safety Risks Arising from Work Activities
 - Risk assessments will be undertaken by Nico Haupt
 - The findings of the risk assessments will be reported to Nico Haupt
 - Action required to remove/control risks will be approved by Nico Haupt
 - Nico Haupt will be responsible for ensuring the action required is implemented.
 - Nico Haupt will check that the implemented actions have removed/reduced the risks.
 - Assessments will be reviewed every week, or, when the work activity changes, whichever is soonest.
2. Consultation with Employees
 - Employee representatives are Nico Haupt and Peter Bridle
 - Consultation with employees is provided by Nico Haupt
3. Safe Plant and Equipment
 - Nico Haupt will be responsible for identifying all equipment/plant needing maintenance.
 - Nico Haupt will be responsible for ensuring effective maintenance procedures are drawn up.
 - Any problems found with plant/equipment should be reported to Nico Haupt/Peter Bridle
 - Nico Haupt will check that new plant and equipment meets health and safety standards before it is purchased.
4. Safe Handling and Use of Substances
 - Nico Haupt will be responsible for identifying all substances which need a COSHH assessment.
 - Nico Haupt will be responsible for undertaking COSHH assessments.
 - Nico Haupt will be responsible for ensuring that all actions identified in the assessments are implemented.
 - Nico Haupt will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
 - Nico Haupt will check that new substances can be used safely before they are purchased.

- Assessments will be reviewed every two weeks or when the work activity changes, whichever is soonest.
5. Information, Instruction and Training
 - The Health and Safety Law poster is displayed at/leaflets are issued by Nico Haupt
 - Health and safety advice is available from Nico Haupt/Peter Bridle
 - Supervision of young workers/trainees will be arranged/undertaken/monitored by Nico Haupt
 - Peter Bridle is responsible for ensuring that our employees working at locations under the control of other employers' are given relevant health and safety information.
 6. Competency for Tasks and Training
 - Induction training will be provided for all employees by Nico Haupt
 - Specific training will be provided by Nico Haupt
 - Training records are kept by Nico Haupt
 - Training will be identified, arranged and monitored by Nico Haupt
 - All training advice will be given by Stanley Coldron
 7. Joint Consultation
 - Directors and Managers will ensure that there is an effective system for joint consultation with employees and other persons at work on health and safety-related issues.
 8. Accidents, First Aid and Work Related Ill-Health
 - Health surveillance will be arranged by Nico Haupt
 - Health surveillance records will be kept by Nico Haupt
 - The first aid box is kept at Docklands Business Centre
 - The appointed person/first aider is Nico Haupt
 - All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at Docklands Business Centre
 - Nico Haupt is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
 9. Monitoring
 - To check our working conditions, and ensure our safe working practices are being followed, we will review this policy every month
 - Nico Haupt is responsible for investigating accidents
 - Nico Haupt is responsible for investigating work-related causes of sickness absences.
 - Nico Haupt is responsible for acting on investigation findings to prevent a recurrence.
 10. Emergency Procedures, Fire and Evacuation
 - Nico Haupt is responsible for ensuring the fire risk assessment is undertaken and implemented.
 - Escape routes are checked by/every Docklands Business Centre
 - Fire extinguishers are maintained and checked by Docklands Business Centre
 - Alarms are tested by Docklands Business Centre
 - Emergency evacuation will be tested every month