

Health & Safety Policy



Company Name: Prime Appointments Ltd (“the Company”)
Model Policy Name: Health & Safety Policy

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. We liaise with our Clients to ensure that they make us aware of Health & Safety provisions on their site.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Company’s activities, this is extended to the Client when Temporary Workers are working under the direction of the Client’s employees.

Following the identification of work related risks and hazards, the Company and Client 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 both the Client and the Company 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

Employee and Temporary workers 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 Katie Holmes (Operations Manager) or Chris Mason (Recruitment Manager) in writing. 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.

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.

Health & Safety Policy



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: Jack O'Brien | Status: Joint Managing Director
Telephone extension: 01284 413456
Email: jack@prime-appointments.co.uk

2. Person(s) responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:

Name: Chris Mason | Status: Recruitment Manager
Telephone extension: 01376 502999
Email: chris@prime-appointments.co.uk

3. In the absence of the person named in 2 (above), he will be deputised by:

Name: Katie Holmes | Status: Operations Manager
Telephone extension: 01376 502999
Email: katie@prime-appointments.co.uk

4. In the event of accidents and dangerous occurrences, such incidents should be reported to:

Name: Chris Mason | Status: Recruitment Manager
Telephone extension: 01376 502999
Email: chris@prime-appointments.co.uk

SECTION 3: Risk assessments

1a. Internal risk assessments will be undertaken by:

Name: Chris Mason | Status: Recruitment Manager
Telephone extension: 01376 502999
Email: chris@prime-appointments.co.uk

1b. External risk assessments will be undertaken by a GLAA named person. Gangmaster Licence Number: PRIM0005

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

Name: Donna Maiden | Status: Senior Operations Coordinator
Telephone extension: 01376 502999
Email: donna@prime-appointments.co.uk

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

Name: Chris Mason | Status: Recruitment Manager
Telephone extension: 01376 502999
Email: chris@prime-appointments.co.uk

4. Risk assessments will be reviewed by:

Name: Donna Maiden | Status: Senior Operations Coordinator
Telephone extension: 01376 502999
Email: donna@prime-appointments.co.uk
Frequency: Weekly

Health & Safety Policy



SECTION 4: Accident reporting

Accident

Accident arising out of or in connection with the work of our business on a Clients premises 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 a Client's 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 in capacity for more than 7 days

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

Health & Safety Policy



SECTION 5: Emergency Services

1. Permanent Employees (Company Premises)

Emergency contact details for the nearest hospital (A&E), police, fire station, and utility providers are displayed on the Health & Safety noticeboard and reviewed annually.

In any emergency, staff must follow the office evacuation procedure and report to:

Name: Chris Mason

Status: Recruitment Manager

Telephone extension: 01376 502999

Email: chris@prime-appointments.co.uk

All incidents, accidents, or near misses must be recorded in Prime Appointments Accident/Incident Report Log.

2. Temporary Workers (Assignments at Host Employers)

Temporary workers engaged on assignments through Prime Appointments will be made aware of the host employer's site-specific procedures during their induction or site briefing. The host employer is responsible for ensuring temporary workers are briefed on and comply with all relevant site emergency procedures.

Any emergency or incident involving a temporary worker must be reported both to the host employer and to Chris Mason at Prime Appointment's immediately. All incidents, accidents, or near misses must be recorded in Prime Appointments Accident/Incident Report Log.

SECTION 6: Fire safety

1. Permanent Employees (Company Premises)

Prime Appointments will maintain suitable fire precautions, including alarms, extinguishers, and clear escape routes.

Equipment will be inspected regularly, and fire drills held at least two times a year.

Fire safety is coordinated by:

Name: Chris Mason

Status: Recruitment Manager

Telephone extension: 01376 502999

Email: chris@prime-appointments.co.uk

The office fire procedure is displayed on noticeboards and covered in staff induction.

In the event of fire: Raise the alarm, evacuate immediately, go to the assembly point, and do not re-enter until authorised.

2. Temporary Workers (Host Employers)

Temporary workers will follow the host employer's fire safety arrangements at the site where they are placed. Host employers are responsible for providing fire safety information and induction (escape routes, alarms, assembly points, etc.).

Temporary workers must comply with all site instructions and report any fire, alarm, or near miss to both the host employer and Prime Appointments Ltd.

Health & Safety Policy



SECTION 7: Workplace equipment

1. Permanent Employees (Company Premises)

All equipment must be used safely, checked regularly, and any defects reported immediately.

2. Temporary Workers (Host Employer)

Must use only equipment provided by the host employer and follow their safety rules. Any faults or incidents must be reported to both the host employer and Prime Appointments Ltd. Workers must not attempt repairs.

SECTION 8: Health and safety training

1. Permanent Employees (Company Premises)

All permanent employees receive health and safety training to ensure they can carry out their tasks safely.

Person responsible for health and safety training within the Company:

Name: Chris Mason
Status: Recruitment Manager
Telephone extension: 01376 502999
Email: chris@prime-appointments.co.uk

2. Temporary Workers (Host Employer)

Temporary workers receive a site-specific induction from the host employer, including any perceived risks highlighted by Prime Appointments. In hazardous environments, the host employer may provide additional specialist training.

SECTION 9: Information, instruction and supervision

1. Permanent Employees (Company Premises)

Health and safety is displayed on the noticeboard and reviewed annually. The company ensures that all employees receive adequate information, instruction, and supervision to carry out their duties safely.

Person responsible:

Name: Katie Holmes | Status: Operations Manager | Telephone extension: 01376 502999 | Email: katie@prime-appointments.co.uk

2. Temporary Workers (Host Employer)

Where temporary workers are assigned to sites under the control of a host employer, that employer is responsible for providing site-specific health and safety information, supervision, and induction training.

Prime Appointments will:

- Confirm that the host employer has suitable risk assessments in place
- Carry out external site risk assessments, undertaken by a GLAA-named person
- Ensure relevant safety information (including PPE requirements) is communicated to temporary workers before they start work
- Maintain records of all information provided.

Person responsible:

Name: Katie Holmes | Status: Operations Manager | Telephone extension: 01376 502999 | Email: katie@prime-appointments.co.uk

Health & Safety Policy



SECTION 10: 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: Chris Mason
Status: Recruitment Manager
Telephone extension: 01376 502999
Email: chris@prime-appointments.co.uk

Person responsible for maintenance of PPE:

Name: Chris Mason
Status: Recruitment Manager
Telephone extension: 01376 502999
Email: chris@prime-appointments.co.uk

Person responsible for training in the use of PPE:

Name: Chris Mason
Status: Recruitment Manager
Telephone extension: 01376 502999
Email: chris@prime-appointments.co.uk

SECTION 11: Noise and temperature

1. Permanent Employees (Company Premises)

Noise levels and indoor temperatures will be monitored to prevent health risks and maintain a comfortable working environment.

Responsible Person for assessing noise and temperature levels:

Name: Chris Mason
Status: Recruitment Manager
Telephone extension: 01376 502999
Email: chris@prime-appointments.co.uk

2. Temporary Workers (Host Employer)

For workers at host employer sites, noise and temperature risks are assessed by the host employer. Prime Appointments will ensure relevant information about any site risks is provided to temporary workers before starting an assignment.

SECTION 12: 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 by the Client.

1. Permanent Employees (Company Premises)

First aid provisions are available for all employees on company premises.

First Aiders:

Name: Michelle Kennedy
Status: Senior Office Coordinator
Telephone extension: 01376 502999
Email: michelle@prime-appointments.co.uk

Witham: 01376 502999
Bury St Edmunds: 01284 413456
Enquiries@prime-appointments.co.uk
www.prime-appointments.co.uk

Witham Office
Austin House,
Newland Street,
Witham,
Essex CM8 2BA

Bury St Edmunds Office
St Andrews Castle,
33 St Andrews Street S,
Bury St Edmunds,
Suffolk IP33 3PH

Prime Appointments Limited
Company No: 2704145
Group Vat No: 208 9333 03

Health & Safety Policy



First Aid Box(s) / Room Location(s): Reception Desk & Kitchen

Accident Report Log Location: Reception Desk

Records of all treatment administered are maintained by Prime Appointments.

Permanent Premises and Travelling Kits

All first-aid boxes (including travelling kits) are stocked appropriately for the workplace risks. Contents include:

- Guidance card / instructions for use
- Sterile dressings (assorted sizes)
- Sterile eye pads
- Triangular bandages
- Safety pins
- Moist antiseptic wipes
- Disposable gloves
- Instant Ice Pack
- Micropore Tape
- Burnshield
- Plasters (assorted sizes)

Contents are checked regularly and replenished as required. Travelling kits are provided to staff as needed for off-site work.

2. Temporary Workers (Host Employer)

Temporary workers at host employer sites follow the host employer's first aid arrangements. Prime Appointments ensures workers know how to report incidents before starting assignments. Temporary Workers must be advised where the Accident Book is located by the host employer. The host employer and temporary worker must inform the agency of any temporary worker accidents on site.

SECTION 13: Rules for visitors to the Companies premises

All visitors must report to reception. Visitors must be accompanied by a member of staff at all times. Visitors must follow all site health and safety rules, including fire, emergency and procedures.