

Company Name:	Mainstay Recruitment Solutions LTD ("the Company")
Policy Name:	Health and Safety Policy
Date:	17/11/2025
Version:	9

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Section I: 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 your line manager using the internal report form, which is available upon request from your line manager. 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.

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 II: 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: Alex Williams
Status: Managing Director
Telephone extension: 01922 666 800
Mobile Phone: 07554 012598
Email: alex.williams@mainstayrecruitment.co.uk

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

Name: Alex Williams
Status: Managing Director
Telephone extension: 01922 666 800
Mobile Phone: 07554 012598
Email: alex.williams@mainstayrecruitment.co.uk

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

Name: Tom Williams
Status: Managing Director
Telephone extension: 01922 666 800
Mobile Phone: 07766 011900
Email: tom.williams@mainstayrecruitment.co.uk

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

Name: Alex Williams
Status: Managing Director
Telephone extension: 01922 666 800
Mobile Phone: 07554 012598
Email: alex.williams@mainstayrecruitment.co.uk

Section III: Risk assessments

1. Risk assessments will be undertaken by:

Name: Alex Williams
Status: Managing Director
Telephone extension: 01922 666 800
Mobile Phone: 07554 012598
Email: alex.williams@mainstayrecruitment.co.uk

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

Name: Alex Williams
Status: Managing Director
Telephone extension: 01922 666 800
Mobile Phone: 07554 012598
Email: alex.williams@mainstayrecruitment.co.uk

3. Risk assessments will be reviewed by:

Name: Alex Williams
Status: Managing Director
Telephone extension: 01922 666 800
Mobile Phone: 07554 012598
Email: alex.williams@mainstayrecruitment.co.uk

Section IV: 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 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

Section V: Emergency services

- | | |
|--|--|
| <p>1 Nearest Hospital with a Casualty Department:
 Name: Walsall Manor Hospital
 Address: Moat Rd, Walsall WS2 9PS
 Telephone Number: 01922 721 172</p> | <p>5 Electricity
 Name: Western Power Distribution
 Address: N/A
 Telephone Number: 0800 328 1111</p> |
| <p>2 Police Station
 Name: Wednesbury Police Station
 Address: 53 Holyhead Rd, Wednesbury WS10 7DF
 Telephone Number: 03451 135 000</p> | <p>6 Water
 Name: Severn Trent Water
 Address: N/A
 Telephone Number: 0800 783 4444</p> |
| <p>3 Fire Station
 Name: Walsall Fire Station
 Address: Blue Lane West, Walsall WS2 8NU
 Telephone Number: 0121 380 7551</p> | <p>7 Employer Contact
 Name: Alex Williams
 Address: N/A
 Telephone Number: 07554 012598</p> |
| <p>4 Gas
 Name: National Gas Emergency Service
 Address: N/A
 Telephone Number: 0800 111 999</p> | |

Section VI: Fire safety

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

- 1. Facilities**
 Number/location of escape routes: 1 - Ground Floor Exit
 Number/location of fire extinguishers: 2 - First Floor Landing, Ground Floor reception
 Number/location of fire alarms: 2 - First Floor Landing, Ground Floor reception
 Checked by: Alex Williams
 Frequency: Monthly
- 2. Fire Safety Training Officer & Drills Co-ordinator**
 Name: Alex Williams
 Status: Managing Director
 Telephone extension: 01922 666 800
 Mobile phone: 07554 012598
 Email: alex.williams@mainstayrecruitment.co.uk
 Drill Frequency: Twice Annually
- 4. Fire equipment maintenance company**
 Name: Lyrico Systems LTD
 Address: 154 Lime Lane, Norton Canes, WS3 5AN
 Telephone Number: 0870 919 3612
 Email: N/A
- 5. Rules/Procedure in the event of a fire**
 Follow the General Fire Notice.

Section VII: Workplace equipment

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:

Name: Alex Williams
Status: Managing Director
Location/address: N/A
Telephone Number: 07554 012598

Frequency of Inspections:

Fixed equipment: Every 3 Months
Portable equipment: Every 3 Months
Records located at: N/A

Companies/Persons responsible for maintenance and repair:

Name: Alex Williams
Status: Managing Director
Telephone number: 01922 666 800
Mobile phone: 07554 012598
Email: alex.williams@mainstayrecruitment.co.uk

Section VIII: 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: Alex Williams
Status: Managing Director
Telephone number: 01922 666 800
Mobile phone: 07554 012598
Email: alex.williams@mainstayrecruitment.co.uk

In hazardous environments special training may be required.

Person(s) responsible for special training

Name: Alex Williams
Status: Managing Director
Telephone number: 01922 666 800
Mobile phone: 07554 012598
Email: alex.williams@mainstayrecruitment.co.uk

Section IX: Information, instruction and supervision

Health and safety information can be found:

In the hallway of the first floor

Where employees or temporary workers work at locations under the control of another employer, health and safety risk assessments may need to be performed by the other

employer.

Person(s) responsible for ensuring any necessary risk assessments are carried out by the other employer:

Name: Alex Williams
Status: Managing Director
Telephone number: 01922 666 800
Mobile phone: 07554 012598
Email: alex.williams@mainstayrecruitment.co.uk

Person(s) responsible for ensuring that all employees and temporary workers, who work at locations under the control of other employers, are given all the health and safety information relevant to the other employer and their assignment (including whether personal protective equipment is required and if so, how it will be supplied):

Name: Alex Williams
Status: Managing Director
Telephone number: 01922 666 800
Mobile phone: 07554 012598
Email: alex.williams@mainstayrecruitment.co.uk

Person(s) responsible for ensuring all employees and temporary workers working at location(s) under the control of another employer receive the necessary health and safety training:

Name: Alex Williams
Status: Managing Director
Telephone number: 01922 666 800
Mobile phone: 07554 012598
Email: alex.williams@mainstayrecruitment.co.uk

Section X: 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, issuing, maintaining and training in the use of PPE:

Name: Alex Williams
Status: Managing Director
Telephone number: 01922 666 800
Mobile phone: 07554 012598
Email: alex.williams@mainstayrecruitment.co.uk

Section XI: Noise and temperature

Excessive noise impairs hearing and increases pulse rate, blood pressure and breathing rate. Noise levels will be assessed and any risks prevented. Similarly, the temperature inside the premises will be kept at a reasonable level.

Person Responsible for assessing noise and temperature levels:

Name: Alex Williams
Status: Managing Director
Telephone number: 01922 666 800

Mobile phone: 07554 012598
 Email: alex.williams@mainstayrecruitment.co.uk

Section XII: 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): Alex Williams
 Status: Managing Director
 Telephone number: 01922 666 800
 Mobile phone: 07554 012598
 Email: alex.williams@mainstayrecruitment.co.uk

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

Main Sales Office

The Accident Book is located at:

Main Sales Office

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

First aid boxes		Travelling first aid kits	
Guidance Card	1	Guidance Card	1
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	6	Individually wrapped moist cleaning wipes	Several
Large sterile individually wrapped unmedicated wound dressings (approx. 18 x 18cm)	2	Large sterile unmedicated dressing (approx. 18 x 18cm)	1
Disposable gloves	1	Disposable gloves	1

