Company Name:	Halecroft Recruitment Limited ("the Company")
Policy Name:	Health and Safety Policy
Date:	1st October 2026

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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 Tricia Bullman – CEO using the internal report form, which is available from Employee Handbook. 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 as outlined in Halecroft's 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 Lydia Whitelegg – Associate Director. 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: Tricia Bullman
   Status: CEO
   Telephone extension: 0161 905 0526
   Mobile Phone: 07721953002
   Email: tricia@halecroftrecruitment.co.uk

2. **Person responsible for ensuring this health and safety policy is put into practice on a day-to-day basis is:**
   Name: Tricia Bullman
   Status: CEO
   Telephone extension: 0161 905 0526
   Mobile Phone: 07721953002
   Email: tricia@halecroftrecruitment.co.uk

3. **In the absence of the person named in 2 (above), Lydia Whitelegg – Associate Director will be deputised by:**
   Name: Lydia Whitelegg
   Status: Associate Director
   Telephone extension: 0161 905 0526
   Mobile Phone: 07928400217
   Email: lydia@halecroftrecruitment.co.uk

4. **In the event of accidents and dangerous occurrences, such incidents should be reported to:**
   Name: Tricia Bullman
   Status: CEO
   Telephone extension: 0161 905 0526
   Mobile Phone: 07721953002
   Email: tricia@halecroftrecruitment.co.uk

Section 3: Risk assessments

1. Risk assessments will be undertaken by:

Name: Tricia Bullman
Status: CEO
Telephone extension: 0161 905 0526
Mobile Phone: 07721953002
Email: tricia@halecroftrecruitment.co.uk

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

Name: Tricia Bullman
Status: CEO
Telephone extension: 0161 905 0526
Mobile Phone: 07721953002
Email: tricia@halecroftrecruitment.co.uk

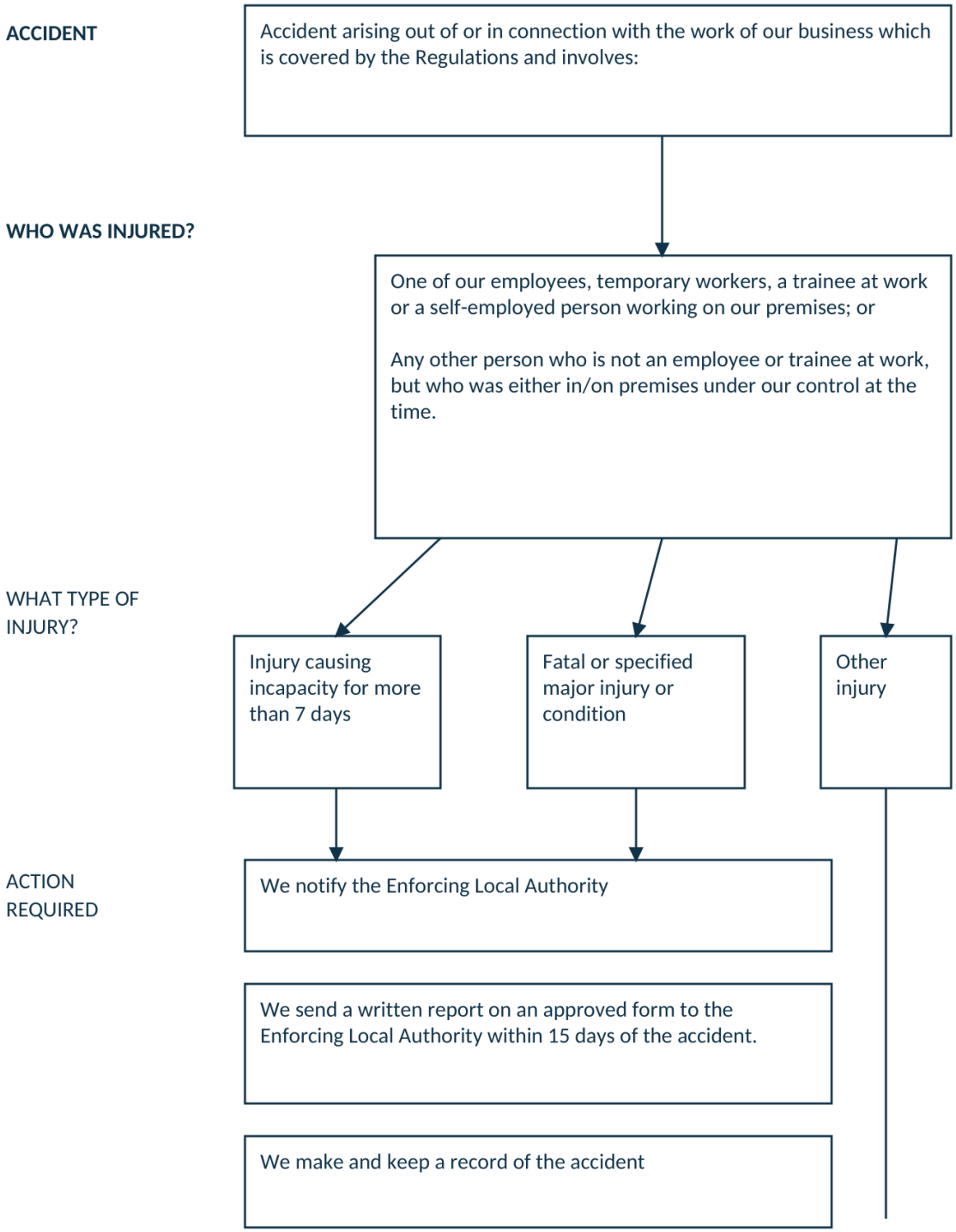
3. Action required to remove/control risks will be approved and implemented by:

Name: Tricia Bullman
Status: CEO
Telephone extension: 0161 905 0526
Mobile Phone: 07721953002
Email: tricia@halecroftrecruitment.co.uk

4. Risk assessments will be reviewed by:

Name: Tricia Bullman
Status: CEO
Telephone extension: 0161 905 0526
Mobile Phone: 07721953002
Email: tricia@halecroftrecruitment.co.uk
Frequency: Yearly

Section 4: Accident reporting



SECTION 5: Emergency services

1 Nearest Hospital with a Casualty Department:

Name: Wythenshawe Hospital
Address: Southmoor Road, Wythenshawe, Manchester, M23 9LT
Telephone Number: 0161 998 7070

2 Police Station

Name: Altrincham Police Station
Address: Barrington Road, Altrincham, WA14 1HZ
Telephone Number: 0161 856 7529

3 Fire Station

Name: Altrincham Fire Station
Address: 43 Manchester Road, Altrincham, WA15 4RQ
Telephone Number: 0161 608 5102

4 Gas

Name: National Gas Emergency Service
Address: Europa Court, Europa Blvd, Westbrook, Warrington, WA5 7TN
Telephone Number: 0800 111999

5 Electricity

Name: Electricity North
Address: Borron Street, Stockport, Cheshire, SK1 2JD
Telephone Number: 0800 195 4141

6 Water

Name: United Utilities
Address: Haweswater House, Lingley Mere Business Part, Lingley Green Avenue, Great Sankey, Warrington, WA15 3LP
Telephone Number: 0345 672 3723

7 Employer Contact

Name: Tricia Bullman
Address: 8 Broomfield Lane, Hale, WA15 9AQ
Telephone Number: 0161 905 0526/07721953002

SECTION 6: Fire safety

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

1. **Facilities:**
   Number/location of escape routes: 2
   Number/location of fire extinguishers: 2
   Number/location of fire alarms: 2
   Checked by: Stephen Cox
   Frequency: Yearly

2. **Fire Safety Training Officer:**
   Name: Tricia Bullman
   Status: CEO
   Telephone extension: 0161 905 0526
   Mobile Phone: 07721953002
   Email: tricia@halecroftrecruitment.co.uk

3. **Fire Drills are the responsibility of:**Name: Tricia Bullman
   Status: CEO
   Telephone extension: 0161 905 0526
   Mobile Phone: 07721953002
   Email: tricia@halecroftrecruitment.co.uk
   Frequency: Yearly

4. **Rules/Procedure in the event of a fire:**

These rules apply to all employees, visitors, clients, candidates and contractors attending Halecroft Recruitment's premises. Protecting life is the priority.

1. If you discover a fire

- Immediately raise the alarm using the nearest fire alarm call point, where provided, and clearly shout "Fire" to alert others.
- Leave the building immediately by the nearest safe escape route.
- Once safely outside, call **999** and ask for the Fire and Rescue Service. Give the premises address, details of the fire and any information about people who may remain inside.
- Do not assume someone else has called the emergency services.

2. On hearing the fire alarm or a warning of fire

- Stop work and evacuate immediately. Treat every alarm as a genuine emergency.
- Walk calmly to the nearest safe exit. Use an alternative escape route if your usual route is affected by fire or smoke.
- Do not stop to collect personal belongings, finish calls or shut down computers.

- Close doors behind you where safe, without delaying your escape. Do not lock them.
- Do not use lifts unless specifically designated for evacuation and included in the building's evacuation plan.
- Direct visitors towards the safe exit and assembly point without placing yourself at risk.

3. Assembly point

Designated assembly point: [Insert exact location]

- Go directly to the assembly point and report to the person coordinating the evacuation.
- Remain there until instructed otherwise so everyone can be accounted for.
- Keep entrances, roads and access routes clear for emergency vehicles.
- Immediately report anyone believed to be missing and their last known location. Do not re-enter to search for them.

4. People requiring assistance

- Arrangements must be agreed in advance for anyone who may need assistance to evacuate, including visitors.
- Follow the individual's agreed Personal Emergency Evacuation Plan, where applicable.
- Only provide assistance within your training and the agreed arrangements. Do not put yourself or others at risk.
- Tell the emergency services immediately if anyone remains inside, including their exact location where known.

5. Fire extinguishers

- Evacuation takes priority over attempting to fight a fire.
- Only use a fire extinguisher if you have received appropriate training, the fire is small, the correct extinguisher is available and you have a clear escape route.
- Stop immediately and evacuate if there is any doubt about your safety.

6. Person coordinating the evacuation

Named person: Tricia Bullman
Deputy: Lydia Whitelegg

The named person or deputy will, without delaying their own evacuation:

- Coordinate the roll call for employees, visitors and contractors.
- Confirm that the emergency services have been called.
- Report missing people, known hazards and relevant information to the attending fire crew.

- Liaise with the landlord or building management where appropriate.

No person should delay leaving the building to collect registers or search rooms.

7. If your escape route is blocked

- Use another safe exit if available. Do not enter a smoke-filled escape route.
- If you cannot escape, move to a room away from the fire, close the door and call **999**.
- Explain your exact location and follow the emergency operator's instructions.

8. Re-entry and follow-up

- Do not re-enter the building until the Fire and Rescue Service has confirmed it is safe, or, where it has not attended, the person authorised under the building's emergency plan has given clearance.
- Report the incident to a Halecroft Director.
- Record the incident and review the evacuation arrangements, addressing any problems identified.

9. General fire safety rules

- Keep escape routes, exits, fire alarm points and firefighting equipment unobstructed.
- Never wedge fire doors open.
- Report damaged equipment, blocked exits and other fire hazards immediately.
- Familiarise yourself with the escape routes, alarm arrangements and assembly point.
- Follow the building's agreed fire procedure and participate in fire safety training and evacuation drills.

SECTION 7: Workplace equipment

All workplace equipment should be treated with respect and checked regularly

Responsibility for inspecting all workplace equipment:

Name: Tricia Bullman
Status: CEO
Location/address: 8 Broomfield Lane, Hale, WA15 9AQ
Telephone Number: 0161 905 0526

Frequency of Inspections:

Fixed equipment: Annually
Portable equipment: Annually
Records located at: Health & Safety Equipment Register

Companies/Persons responsible for maintenance and repair:

Name: Tricia Bullman
Status: CEO
Telephone number: 0161 905 0526
Mobile phone: 07721953002
Email: tricia@halecroftrecuitment.co.uk

Name: Stephen Cox
Status: Proprietor – Stephen Cox Associates - Landlord
Mobile Number: 07885778048

Inspection procedure:

Workplace Equipment Inspection, Maintenance & Repair Procedure

Document owner: Halecroft Recruitment Limited
Document: Workplace Health & Safety Procedure
Review frequency: Annually, or sooner if required
Applies to: Halecroft Recruitment Limited office premises and workplace equipment
Office address: 9 Broomfield Lane, Hale, WA15 9AQ

1. Purpose

The purpose of this procedure is to ensure that workplace equipment, fixed installations and relevant building safety systems are appropriately inspected, maintained and repaired to help provide a safe working environment for employees, temporary workers, visitors and contractors.

This procedure establishes a consistent process for identifying inspection requirements, allocating responsibilities, recording inspection results, reporting defects and ensuring that necessary corrective actions are completed.

2. Scope

This procedure applies to the office premises occupied by Halecroft Recruitment Limited and includes, where applicable:

- Fixed electrical installations and electrical systems.
- Fire alarm systems and emergency lighting.
- Fire extinguishers and other fire safety equipment.
- Heating, ventilation and air conditioning systems.
- Office furniture, workstations and other workplace equipment.
- Building fixtures, fittings and any other equipment that could present a health and safety risk.
- Relevant shared areas and building systems managed by the landlord or managing agent.

3. Responsibilities

3.1 Halecroft Recruitment Limited – Management

Management is responsible for ensuring that appropriate arrangements are in place to manage workplace health and safety risks.

Responsibilities include:

- Ensuring that this procedure is implemented and reviewed.
- Identifying equipment and systems requiring inspection or maintenance.
- Confirming whether Halecroft, the landlord or the managing agent is responsible for arranging maintenance and repairs.
- Ensuring that inspections are scheduled and completed where required.
- Arranging competent contractors where Halecroft is responsible for the work.
- Ensuring that reported defects are assessed and appropriate corrective action is taken.
- Maintaining inspection records, reports and certificates.

3.2 Responsible Person

A designated person within Halecroft Recruitment Limited will maintain the Workplace Equipment Register and Inspection Schedule.

Their responsibilities include:

- Recording equipment and relevant building systems.
- Monitoring inspection due dates.
- Requesting inspection reports and certificates from the landlord or managing agent.
- Reporting defects to the appropriate party.
- Recording repairs and corrective actions.
- Escalating overdue inspections, unresolved defects and significant safety concerns to management.

3.3 Landlord or Managing Agent

Where responsibility rests with the landlord or managing agent under the lease or other applicable arrangements, they will be contacted to arrange or confirm the relevant inspection, maintenance or repair.

Halecroft will request and retain copies of relevant inspection reports, servicing records and certificates where applicable.

Any uncertainty regarding responsibility will be clarified by reviewing the lease and contacting the landlord or managing agent.

3.4 Maintenance Contractors

Contractors appointed to undertake inspections, maintenance or repairs must have appropriate competence, qualifications and experience for the work being carried out.

Contractors must provide relevant inspection findings, service reports, certificates and details of any defects or remedial work required.

4. Inspection and Maintenance Requirements

A Workplace Equipment Register and Inspection Schedule will be maintained to identify relevant equipment, inspection requirements and responsible parties.

The register will include, where applicable:

- Equipment or system description.
- Location.
- Asset identification, where relevant.
- Responsible party.
- Inspection or maintenance requirements.
- Required inspection frequency.
- Date of last inspection.
- Next inspection due date.
- Contractor or service provider.
- Outstanding defects and corrective actions.
- Location of supporting records and certificates.

Inspection frequencies will be determined by reference to applicable legislation, the equipment manufacturer's instructions, risk assessments, the working environment and recommendations from competent persons.

Where statutory examination or inspection requirements apply, these will be identified and managed separately where necessary.

5. Inspection Procedure

Step 1 – Identify equipment and inspection requirements

The Responsible Person will identify relevant workplace equipment, fixed installations and building safety systems that require inspection, testing or maintenance.

The inspection requirements and responsibility for each item will be recorded in the Workplace Equipment Register.

Step 2 – Confirm responsibility

The Responsible Person will establish whether each item is maintained by:

- Halecroft Recruitment Limited.
- The landlord or managing agent.
- A nominated maintenance contractor or other responsible party.

Responsibilities will be confirmed against the lease, relevant agreements and applicable legal requirements.

Step 3 – Schedule inspections

Required inspections and maintenance activities will be entered into the Inspection Schedule.

The Responsible Person will monitor due dates and make appropriate arrangements to ensure inspections are completed within the required timescales.

Where the landlord or managing agent is responsible, Halecroft will request confirmation that relevant inspections have been completed and obtain supporting documentation where applicable.

Step 4 – Complete inspections

Inspections must be carried out by a person with suitable competence for the type of equipment and inspection required.

Routine visual checks may be undertaken by an appropriately instructed employee where suitable. Specialist inspections, electrical testing and statutory examinations must be undertaken by appropriately competent persons.

Inspections will be carried out in accordance with relevant legal requirements, risk assessments, manufacturer guidance and applicable standards.

Step 5 – Record inspection results

The results of inspections will be recorded in the relevant inspection log or contractor report.

Records will include the inspection date, equipment or system inspected, findings, name of the inspector or contractor, any defects identified and any corrective action required.

Supporting reports, service records and certificates will be retained in the Health & Safety records.

Step 6 – Address defects

Any defect identified during an inspection or reported by an employee, visitor or contractor must be assessed promptly.

Where the defect presents an immediate or potentially serious risk, the affected equipment or area must be taken out of use or access restricted, where appropriate, until it has been made safe.

The defect must be reported to management and, where applicable, the landlord or managing agent.

Repairs must be undertaken by a suitably competent person. Equipment must not be returned to use until it is considered safe to do so.

Step 7 – Verify corrective actions

The Responsible Person will monitor outstanding repairs and corrective actions until completion.

Evidence of the repair, follow-up inspection or confirmation that the equipment is safe to use will be obtained where appropriate.

The register will be updated to record the action taken, completion date and any further inspection requirements.

6. Reporting Defects and Emergencies

Employees must report damaged, defective or potentially unsafe equipment, installations or building fixtures to management as soon as reasonably practicable.

Where there is an immediate danger:

- Stop using the affected equipment.
- Warn other people who may be at risk.
- Prevent access to the affected area where safe and appropriate.
- Notify management immediately.
- Contact the landlord, managing agent or relevant emergency maintenance provider, as appropriate.

Where there is an immediate threat to life or serious injury, the emergency services must be contacted.

Defective equipment must not be used again until the necessary corrective action has been completed and its safe use has been confirmed.

7. Landlord and Managing Agent Records

Where the landlord or managing agent is responsible for inspecting or maintaining building systems, Halecroft will maintain a record of the arrangements and supporting evidence obtained.

This may include:

- Electrical installation condition reports.
- Fire alarm inspection and servicing reports.
- Emergency lighting inspection and testing records.
- Fire extinguisher maintenance records.
- Heating and ventilation servicing reports.
- Other relevant building inspection or maintenance certificates.

The Responsible Person will follow up on missing records, overdue inspections and reported defects with the landlord or managing agent.

The existence of a landlord maintenance arrangement does not remove Halecroft's responsibility to manage risks to people in its workplace.

8. Record Keeping

The following records will be maintained, as applicable:

- Workplace Equipment Register.
- Inspection and Maintenance Schedule.
- Inspection and Defect Log.
- Contractor reports and service certificates.
- Electrical inspection reports.
- Fire safety inspection and maintenance records.
- Repair records and evidence of corrective actions.
- Correspondence with the landlord or managing agent relating to maintenance responsibilities and outstanding issues.

Records will be stored securely within Halecroft Recruitment Limited's Health & Safety documentation and retained for the applicable statutory period or other appropriate retention period.

9. Monitoring and Review

Management will review the Workplace Equipment Register and Inspection Schedule periodically to confirm that:

- Required inspections have been completed.
- Upcoming inspection dates are monitored.
- Outstanding defects are being addressed.
- Maintenance responsibilities remain clear.

- Relevant certificates and reports are available.
- Corrective actions have been completed and recorded.

This procedure will be reviewed at least annually and following significant changes to the premises, equipment, working arrangements or applicable legal requirements, or following an incident that indicates a review is necessary.

10. Compliance

Halecroft Recruitment Limited will manage workplace equipment and inspection arrangements in accordance with applicable UK health and safety legislation, including the Health and Safety at Work etc. Act 1974 and, where applicable, the Provision and Use of Work Equipment Regulations 1998.

Other legislation and requirements may apply to particular systems, including electrical installations, fire safety and lifting equipment.

Where specialist inspection or examination requirements apply, these will be identified and managed in accordance with the relevant requirements.

General rules governing the safe use of portable electrical equipment:

Document owner: Halecroft Recruitment Limited
Document type: Health & Safety Procedure
Applies to: All employees, temporary workers, contractors and other persons using portable electrical equipment on the premises
Review frequency: Annually, or sooner if required

1. Purpose

Halecroft Recruitment Limited is committed to maintaining a safe working environment and preventing injury, electric shock, burns and fire arising from the use of portable electrical equipment.

These rules establish the minimum safety requirements for selecting, using, checking and reporting defects associated with portable electrical equipment used in the workplace.

2. Scope

These rules apply to portable and movable electrical equipment used within the office, including:

- Computers, laptops and monitors.
- Printers, scanners and photocopiers.
- Mobile phone chargers and power adapters.
- Extension leads and multi-socket adaptors.
- Kettles, microwaves and other office kitchen appliances.

- Portable fans, heaters and other electrical appliances.
- Any other portable electrical equipment used at work.

3. General Safety Rules

All employees and other persons using electrical equipment must follow these rules:

1. Only use electrical equipment that is suitable for its intended purpose and in a safe condition.
2. Check equipment visually before use for signs of damage, deterioration or defects.
3. Do not use equipment with damaged plugs, cables, casings or exposed wiring.
4. Do not use equipment if there are signs of overheating, burning smells, unusual noises, sparks or smoke.
5. Ensure electrical cables are positioned safely to avoid trips, crushing, abrasion or damage.
6. Keep electrical equipment, plugs and sockets away from water and other liquids unless the equipment is specifically designed for that environment.
7. Never handle plugs, sockets or electrical equipment with wet hands.
8. Do not overload sockets or extension leads. Avoid connecting multiple extension leads or adaptors together.
9. Switch off equipment when it is not required, where appropriate, and follow the manufacturer's instructions.
10. Do not attempt to repair, modify or dismantle electrical equipment unless authorised and competent to do so.
11. Use equipment in accordance with the manufacturer's instructions and any applicable workplace safety requirements.
12. Do not bring electrical equipment into the workplace if it is known or suspected to be defective.

4. Visual Checks Before Use

Users must check equipment for obvious signs of damage before use, including:

- Damaged, frayed or exposed cables.
- Cracked plugs, casings or connectors.
- Loose plugs or damaged socket outlets.
- Signs of overheating, discolouration or burning.
- Missing or damaged protective covers.
- Liquid spills or evidence of moisture.

- Damaged extension leads or adaptors.
- Any other defect that could make the equipment unsafe.

If equipment appears unsafe, it must not be used. It should be disconnected from the electrical supply if this can be done safely, clearly identified as defective and reported to management.

Visual checks do not replace formal inspection, testing or maintenance where these are necessary.

5. Safe Use of Plugs, Sockets and Extension Leads

- Use suitable sockets and adaptors designed for the equipment and electrical load.
- Ensure plugs are fully inserted into sockets.
- Switch off the supply before connecting or disconnecting equipment where appropriate.
- Remove a plug by holding the plug itself, not by pulling the cable.
- Do not run cables under carpets, through doorways or across walkways where they may be damaged or create trip hazards.
- Do not use damaged extension leads or adaptors.
- Do not exceed the rated capacity of sockets, extension leads or adaptors.
- Do not use makeshift electrical connections or unauthorised adaptors.
- Keep sockets and electrical connections accessible and free from obstruction.

6. Portable Heaters and Kitchen Appliances

Portable heaters, kettles, microwaves and other heat-producing appliances must be used with particular care.

- Position appliances on stable, suitable surfaces and away from combustible materials.
- Keep heaters away from paper, curtains, furniture and other materials that could ignite.
- Do not cover heaters or obstruct ventilation openings.
- Do not leave heat-producing appliances unattended where this could create a risk.
- Keep electrical appliances away from sinks, water and wet surfaces unless designed for such use.
- Switch off appliances after use and allow them to cool before moving or storing them, where applicable.
- Report damaged plugs, cables or appliance casings immediately.
- Do not use personal electrical heaters or other high-load appliances without appropriate approval where workplace controls require it.

7. Defective Equipment and Emergency Action

Any person identifying defective or potentially dangerous electrical equipment must report it to management as soon as possible.

The following action must be taken:

1. Stop using the equipment immediately.
2. Disconnect it from the supply only if it is safe to do so.
3. Prevent further use by clearly labelling it as defective or removing it from service.
4. Inform management so that the defect can be assessed and recorded.
5. Arrange repair, inspection or replacement by a suitably competent person, where necessary.
6. Do not return the equipment to use until it has been confirmed safe.

If electrical equipment is smoking, sparking or on fire, do not touch it or attempt to disconnect it if doing so would expose you to danger. Raise the alarm, evacuate if necessary and contact the emergency services where appropriate. Never use water on an electrical fire.

8. Inspection, Testing and Maintenance

Halecroft Recruitment Limited will assess the risks associated with portable electrical equipment and determine appropriate inspection and maintenance arrangements.

These arrangements may include:

- User visual checks before use.
- Formal visual inspections at risk-based intervals.
- Combined inspection and testing where justified by the risk assessment.
- Manufacturer-recommended servicing and maintenance.
- Repair or replacement of defective equipment.

Inspection and testing frequency will depend on the equipment type, its condition, frequency of use, operating environment and history of damage or defects.

Portable Appliance Testing (PAT) is not a universal legal requirement at fixed intervals for every appliance. The need for testing and the appropriate frequency will be determined by a competent person based on risk.

Inspection, testing and repair records will be retained where appropriate within the company's Health & Safety documentation.

9. Responsibilities

Management

Management is responsible for ensuring that appropriate arrangements are in place for the safe use, inspection and maintenance of electrical equipment, including the provision of suitable equipment and the resolution of reported defects.

Employees and other users

All users are responsible for following these rules, carrying out appropriate visual checks, using equipment correctly and reporting defects promptly.

Competent contractors

Where specialist inspection, testing or repair is required, the work must be undertaken by a suitably competent person.

10. Review

These rules will be reviewed annually or sooner following an electrical incident, significant change to workplace equipment, identification of a new risk or a relevant change in legislation or guidance.

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 responsible for health and safety training within the Company

Name: Tricia Bullman
Status: CEO
Telephone extension: 0161 905 0526
Mobile number: 07721953002

SECTION 9: Information, instruction and supervision

Health and safety information can be found:

Health & Safety documents are held in a shared, access-controlled location on SharePoint.

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: Tricia Bullman
Status: CEO
Telephone extension: 0161 905 0526
Mobile number: 07721953002
Email: tricia@halecroftrecruitment.co.uk

Person 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: Tricia Bullman
Status: CEO
Telephone extension: 0161 905 0526
Mobile number: 07721953002

Person 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: Tricia Bullman
Status: CEO
Telephone extension: 0161 905 0526
Mobile number: 07721953002

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: Tricia Bullman
Status: CEO
Telephone extension: 0161 905 0526
Mobile number: 07721953002

Person responsible for maintenance of PPE

Name: Tricia Bullman
Status: CEO
Telephone extension: 0161 905 0526
Mobile number: 07721953002

Person responsible for training in the use of PPE

Name: Tricia Bullman
Status: CEO
Telephone extension: 0161 905 0526
Mobile number: 07721953002

SECTION 11: 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: Tricia Bullman
Status: CEO
Telephone extension: 0161 905 0526
Mobile number: 07721953002

Records located at: Held in a shared, access-controlled location on SharePoint

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.

First-Aiders

Name: Tricia Bullman
Status: CEO
Telephone extension: 0161 905 0526
Mobile number: 07721953002

First-Aid Box/First Aid Room is located at: 8 Broomfield Lane, Hale, WA15 8NL

The Accident Book is located at: Held in a shared, access-controlled location on SharePoint

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 (approx. 12 x 12cm)	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

SECTION 13: Rules for visitors to the Company's premises

The rules are:

Visitor Health & Safety Rules

Document owner: Halecroft Recruitment Limited
Document type: Health & Safety Procedure
Applies to: All visitors, clients, candidates, contractors and other non-employees attending the company's premises
Review frequency: Annually, or sooner if required

1. Purpose

Halecroft Recruitment Limited is committed to providing a safe and secure working environment for employees, visitors, clients, candidates and contractors attending its premises.

These rules establish the health, safety and security requirements that visitors must follow while on company premises.

2. General Requirements

All visitors must:

- Comply with the company's health, safety and security instructions.
- Behave responsibly and avoid actions that could put themselves or others at risk.
- Follow any instructions provided by Halecroft staff.
- Remain in authorised areas and not enter restricted areas without permission.
- Report any hazards, accidents, incidents or unsafe conditions to a member of Halecroft staff.
- Treat employees and other visitors with courtesy and respect.
- Refrain from interfering with safety equipment, fire alarms, emergency exits or other safety arrangements.

3. Signing In and Visitor Identification

On arrival, visitors must:

- Report to the designated reception or arrival point, or contact their Halecroft host.
- Confirm their name and the purpose of their visit.
- Sign in or register their attendance where a visitor record is maintained.
- Follow any identification or security procedures in place.
- Remain with their host or authorised representative where required.
- Sign out or record their departure when leaving, where applicable.

Visitors must not admit unauthorised persons into the premises.

4. Access to Premises

Visitors must remain within authorised areas and follow any access restrictions communicated by their host.

Access to offices, storage areas, equipment rooms or other restricted areas is permitted only with appropriate authorisation.

Visitors must not use company equipment, machinery or electrical appliances unless expressly authorised and, where necessary, suitably instructed.

5. Fire Safety and Emergency Procedures

All visitors must familiarise themselves with the relevant fire evacuation instructions and follow the directions of Halecroft staff in an emergency.

In the event of a fire alarm or other emergency, visitors must:

- Stop their activities and leave the building promptly by the nearest safe, available exit.
- Follow evacuation signs and instructions from staff.
- Not use lifts during a fire evacuation, where applicable.
- Proceed to the designated assembly point, where one has been established.
- Remain at the assembly point until instructed otherwise.
- Inform their host or the person coordinating the evacuation if they require assistance or believe someone may remain inside.

Visitors must not re-enter the premises until authorised to do so.

6. Accident, Incident and Hazard Reporting

Visitors must report any accident, injury, near miss, damaged equipment or unsafe condition to their Halecroft host or another member of staff as soon as possible.

Where immediate danger exists, visitors must warn others if safe to do so and follow staff instructions.

First-aid assistance should be requested from the designated first-aid contact or another appropriate member of staff.

All incidents will be managed in accordance with the company's relevant reporting procedures.

7. Housekeeping and Workplace Safety

Visitors must:

- Keep walkways, corridors, stairways and emergency exits clear.

- Take care when moving around the premises, particularly near trailing cables, wet floors or other potential trip hazards.
- Avoid touching or moving electrical equipment, cables or other installations without permission.
- Not bring hazardous substances or unsafe equipment onto the premises without prior authorisation.
- Follow any relevant warning signs or safety notices.
- Avoid creating unnecessary noise, obstruction or disruption.

Smoking and vaping are not permitted inside the premises. Any designated external smoking arrangements must be followed.

8. Contractors and Maintenance Visitors

Contractors attending the premises to undertake maintenance, inspections, repairs or other work must obtain appropriate authorisation before commencing work.

Contractors must:

- Follow the company's site safety instructions and any applicable contractor requirements.
- Carry out work only within the agreed scope and authorised areas.
- Use suitable tools and equipment in a safe manner.
- Ensure that their activities do not expose employees or other visitors to unnecessary risks.
- Report defects, hazards, incidents and unexpected safety concerns.
- Comply with any additional risk assessment, permit-to-work or isolation requirements applicable to the work.

Contractors undertaking specialist work must have the appropriate competence, qualifications and authorisations.

9. Security and Confidentiality

Visitors must respect the company's security and confidentiality arrangements.

Visitors must not:

- Access confidential documents, computer systems or business records without permission.
- Photograph, film or record people, documents or company information without appropriate authorisation.
- Disclose confidential information obtained during their visit.
- Leave the premises with company property or documents without permission.

Visitors must follow any reasonable instructions concerning the protection of personal data and confidential business information.

10. Personal Conduct

Visitors must behave appropriately and must not engage in threatening, abusive, discriminatory or otherwise unsafe behaviour.

Alcohol, illegal drugs and any other substance that may impair safe conduct must not be brought onto or consumed on the premises in circumstances that could compromise safety.

Halecroft Recruitment Limited reserves the right to ask a visitor to leave where their behaviour, actions or failure to follow safety instructions creates a risk to themselves or others.

11. Responsibilities of Halecroft Staff

Employees hosting visitors are responsible for ensuring, as appropriate, that visitors:

- Are received and directed to the correct location.
- Are made aware of relevant safety and emergency arrangements.
- Understand any restrictions applicable to their visit.
- Are supervised where necessary.
- Are informed of any specific risks associated with the areas they are visiting.

Where a visitor requires assistance to evacuate safely, appropriate arrangements should be considered in advance where reasonably practicable.

12. Non-Compliance

Visitors who fail to follow these rules may be asked to stop an activity, leave a restricted area or leave the premises where necessary to protect health, safety or security.

Serious or repeated breaches will be reported to management and dealt with appropriately.

13. Review

These rules will be reviewed annually or sooner following a significant change to the premises, working arrangements, relevant legislation or an incident indicating that a review is necessary.