



Career Seekers Direct Health & Safety Policy

Career Seekers Direct Limited attaches great importance to the health, safety and welfare at work of all its “representatives” (employees, contractors, associates and other users). Career Seekers Direct Limited aims to ensure that all its representatives are safe at work by;

- requiring representatives to use safe systems and methods of work that are without risk to health & safety
- requiring representatives to use suitable safety clothing and equipment, when required, by regulation or approved code of practice
- where necessary representatives to have a relevant level of Public Liability Insurance.

Career Seekers Direct Limited are responsible for:

- Setting up arrangements to cover all health and safety legal requirements
- Monitoring the effectiveness of the arrangements
- Resolving health and safety problems
- Ensuring that a system is established and maintained for reporting recording and investigating accidents, and ensuring that all reasonable steps are taken to prevent recurrences
- Ensuring all necessary business insurances are renewed annually

All representatives are responsible for:

- The health and safety of themselves, learners and their colleagues
- Keeping up to date with current safety procedures
- Reporting any safety concerns to the Director
- The safety of all learners by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security and to be able to locate appropriate first aid at the venue where sessions are being delivered
- Observing all safety procedures and instructions.

Accident forms

Every case of injury, accident or incident or near miss must be fully and accurately reported on the Career Seekers Direct Limited’s accident and incident report form. Accident and incident report forms are obtained from the Career Seekers Direct Limited Director. It is the responsibility of the representatives who witnessed the accident to complete an accident form in the event of an incident. He/she should also investigate the accident and suggest action to prevent recurrence. Accident forms must be completed for all accidents however minor with copies passed to Career Seekers Direct Limited Director and retained for at least three years.

Fire and emergency procedures



It is the duty of all representatives to be aware of the fire and emergency procedures in the venues they are working.

Control of Substances Hazardous to Health (COSHH)

All substances, chemicals, etc purchased and used within Career Seekers Direct Limited must comply with the COSHH guidance. Risk assessments and hazard data sheets must be provided for all hazardous substances and kept by Career Seekers Direct Limited and maintained by Career Seekers Direct Director.

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is a much greater likelihood of achieving an accident free environment and progressively improving the management of safety and representatives' and learners' general wellbeing.

Review dates

This policy will be reviewed on an annual basis or additionally if significant legislation is introduced or revised.

Members of staff responsible for Health and Safety Policy

Eva Harrison - Director

enquiries@careerseekersdirect.co.uk

Career Seekers Direct Limited

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Next Review Date: November 2024