

GALAXY STAFFING POLICIES & PROCEDURES

HEALTH AND SAFETY

Validated	01 August 2026
Scope	We need to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and the health and safety of other persons who may be affected by our activities.
Purpose	Both the staff and management will work in partnership to ensure that our statutory duties regarding safety are met at all times.
Procedure Owner	Galaxy Staffing Ltd.
Last review date	01 August 2026
Next review date	31 July 2027
Review Frequency	Annually
Authorisation	Ramesh Poudel
Signature	

Policy

We are committed to:

1. provide adequate control of the health and safety risks arising from our work activities at all times
2. consult with our employees on matters affecting their health and safety
3. provide and maintain safe equipment at all times
4. ensure the safe handling and use of substances
5. provide information, instruction, training and supervision as required
6. ensure that all employees and contractors are competent to do their tasks, and to give them adequate training
7. act to prevent accidents and cases of work-related ill health
8. ensure that the use, handling, storage and transport of items and substances is carried out safely and that risks to health are controlled
9. provide, manage and maintain our workplaces, grounds, properties and working conditions so that they are, so far as reasonably practicable, safe and that risks to health are controlled
10. provide the necessary organisation, expertise and resource — including communication and consultation, planning, monitoring, inspection and auditing procedures — to ensure that there is effective management of health and safety throughout
11. review and revise this policy, and all associated health and safety policies, as necessary at regular intervals and inform our staff of any changes.



The Organisation of Health and Safety

The overall and final responsibility for health and safety is that of the company director

To ensure that adequate health and safety standards are maintained and improved, the following people have responsibility in identified areas.

Role	Area of Responsibility
Office Manager	Fire Drills and Evacuation
Office Manger	Manual Handling
Office Manager	First Aid
Office Manager	Risk Assessment
Office Manager	Accident reporting/recording
Maintenance/All Staff	Accident Prevention/Prevention of Slips, Trips and Falls
Office Manager	Health and Safety Information and Training
Office Manager	Infection Control
Domestic Staff	COSHH
Maintenance	Equipment safety

Full consultation with staff on health and safety matters will be achieved during health and safety meetings.

Our Responsibility

We will ensure that:

1. all processes and systems of work are designed to take account of health and safety and are properly supervised at all times
2. a member of senior management maintains specific responsibility for health and safety
3. competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the organisation
4. all employees are consulted on matters relating to health, safety and welfare
5. adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety
6. each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
7. all arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.

Employees' Responsibility

Employees must ensure that they:

1. co-operate with management to enable all statutory duties to be complied with
2. take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
3. familiarise themselves with the health and safety arrangements that apply to them and their work functions.



Specific Arrangements for Health and Safety

Risk Assessments

We understand the need for regular risk assessments to ensure that risks and hazards are identified, and suitable controls put in place to eliminate hazards and reduce those risks.

The management team are responsible for performing regular risk assessments of the workplace. The findings of the risk assessments will be reported to the company director and action to remove or control risks. Records will be kept of all risk assessments and regular reviews performed to ensure that all actions have been completed.

Emergency Procedures – Fire and Evacuation

We understand how dangerous a fire can be. We will therefore take all reasonable action to ensure that fire is prevented and that in the event of a fire staff, and visitors can be safely evacuated.

The office manager is responsible for ensuring the fire risk assessment is undertaken and implemented and kept up to date, also for ensuring that the emergency evacuation procedure is in place, is kept up to date and is appropriately communicated to all staff and visitors.

Escape routes in the offices will be checked every day by appointed staff and fire extinguishers and firefighting equipment will be checked by the maintenance team every month and the results recorded. Alarms will be tested by the maintenance team weekly and a fire drill will be held at least 4 times a year.

The appointed staff have been identified and trained as Fire Wardens:

12. Fire safety arrangements, practice and guidance are documented in the Fire Safety Policy.
13. All required maintenance and checks on fire detection and warning systems will be carried out by a competent person and recorded.
14. Detailed evacuation procedures will be displayed in prominent positions in the premises, with notification of evacuation points placed in all corridors and stairwells.
15. Regular fire drills will be carried out with records kept.

Equipment

We understand our responsibility to ensure that all equipment is safe to use and appropriately maintained and serviced.

The maintenance team will be responsible for identifying all equipment that needs regular maintenance and servicing. Defective equipment should be taken out of service by staff and any problems found with equipment should be reported to the office manager who will prioritise and order repairs or replacement as appropriate. Full procurement, servicing and maintenance records will be kept.



Safe Handling of Hazardous Substances(COSHH)

We understand the need to ensure that staff are protected from potentially hazardous substances.

The domestic staff will be responsible for identifying all substances which need a COSHH assessment and for ensuring that those assessments are completed and kept up to date. Product information sheets for each identified substance will be kept in a file that is accessible to staff.

Health and Safety Information, Training and Supervision

The Company Director will be responsible for ensuring that an up-to-date Health and Safety Law poster is prominently displayed in the office and that all relevant health and safety information is passed on to staff.

The office manager is responsible for co-ordinating health and safety training, including induction training, manual handling training, fire training, first-aid training and specialist training in risk assessment and health and safety management. We will keep records of staff training and all staff will be held responsible for ensuring that they attend any training required.

All staff will be adequately appraised and supervised. Supervision of young workers and trainees will be arranged, co-ordinated and monitored by senior support staff.

Accidents and First Aid

We understand the need to ensure that all accidents and incidents are reported and adequate records kept and reviewed so that trends and patterns can be identified and action taken.

The office manager is responsible for ensuring that accident records are kept and monitored and that any appropriate actions resulting from reviews are put into action.

The Accident Book/Accident Forms are available here in the office. The office manager is responsible for investigating accidents and for completing an accident/incident form. The reporting of accidents, diseases and dangerous occurrences to the enforcing authority if required lies with the Company Director.

All staff are qualified as first aiders and are trained to act as “appointed first aid persons”

First-aid boxes are placed in the following locations:

Work-related Ill Health

We are committed to taking any reasonable action to ensure the health and wellbeing of our staff. We understand that sickness rates can indicate underlying occupational health problems and issues.



The office manager is responsible for ensuring adequate and appropriate facilities and arrangements for welfare at work.

Health and Safety Policies

We have the following policies relating to health and safety:

- Fire Safety Policy
- Emergency Evacuation Policy
- First Aid Policy
- Moving and Handling Policy
- COSHH Policy
- Infection Control Policy
- Accidents Policy
- Prevention of Slips, Trips and Falls Policy
- Health and Safety Training Policy
- Working at Height Policy
- Employing Contractors Policy
- Record Keeping Policy

The office manager is responsible for ensuring that policies are made available to staff, are kept up to date and that any changes are communicated to staff as required.

