

HEALTH AND SAFETY AT WORK

It is our policy to provide and maintain a safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information training and supervision as they need for this purpose.

We accept responsibility of health and safety of other people who may be affected by our activities. This policy will be reviewed ever year:

Signed: *Elizabeth Barton - Grew*

Postioon: Director

Date: 01-01-2017

RESPONSIBILITIES

Overall and final responsibility for health and safety in the company is that of Miss H E Barton.

All employees have the responsibility to cooperate with Directors to achieve a healthy and Safety work place and to take responsible care of themselves and others.

Wherever an employee, supervisor or Director notices a health or safety problem, which they are not able to put right they must straightaway tell the appropriate person named above.

ACCIDENTS

All accidents must be reported in writing on the date of incident to Mrs H E Barton-Grew.

A first aid box is provided in the Kitchen and is maintained by Miss Barton
Contact number 07770 915 521.

Every employee has the responsibility of reporting accidents affecting them

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directly and indirectly in writing detailing time, location, injury, outcome, and changes made to working environment to prevent re-occurrence and detailing who and when the accident was reported.

GENERAL FIRE SAFETY

Miss H E Barton is responsible for checking and clearing fire escape routes, fire extinguishers, Fire alarms and in her absence all employees have a responsibility. All employees must be aware of the location of all extinguishers and know which one to use in each instance.

A fire must only be tackled if it does not risk the safety of the person or other employees and a clear access route must be secured prior to attempting to tackle a fire.

The office has one fire exit and exit can be secured by open windows. In the event of fire leave the area immediately, close all doors and windows and leave the building and wait outside. Raise the alarm by calling 999.

ADVICE AND CONSULTANCY

The local health and safety inspector office and telephone number is: Slough.

Doctor's number is: 01753 861 978 or 01753 865 773

TRAINING

Mrs H E Barton-Grew is a qualified first aider.

CONTRACTORS AND VISITORS

Your normal rules and hazards and precautions should be explained to visitors.

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HAZARDS

Every employee has a responsibility to ensure their immediate working environment is clear and clean and any potential hazards are reported immediately.

Any unusual smells (not including the dog) or noises should be reported.

HOUSEKEEPING AND PREMISES

Every employee has equal responsibility to ensure the working environment is kept clean, tidy and hazard free.

All rubbish must be emptied into the bags provided and left outside for collection on a weekly basis.

The work and surrounding environment is a non smoking area.

Adequate storage space is provided for all files and associate paper work this is all below shoulder height. No employees should be required to stack or store items other than in these designated areas.

All employees have a responsibility to ensure all gangways and exits are kept free.

EQUAL OPPORTUNITIES POLICY

A) STATEMENT OF POLICY

1. We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.
3. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
6. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidation.

B) RECRUITMENT AND SELECTION

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only. Or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short listing and interviewing will be carried out by more than one person where possible.
9. Interview questions will be related to the requirements of the job and will not be of discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any prejudices of other staff.

C) TRAINING AND PROMOTION

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

D) MONITORING

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve:
 - a) The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees.
 - b) The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
 - c) Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

QUALITY MANAGEMENT STATEMENT

QUALITY IS AN INTEGRAL BUSINESS PRINCIPLE OF KEY LOCATIONS LTD.

- Key Locations are committed to providing its customers, suppliers and employees with the highest quality of service,
- Key Locations are committed to the timely delivery of all our venue finding and event management services ensuring we meet your requirements; on time and within budget.
- Quality assurance is demonstrated through references and pre and post event calls with our clients.
- Where potential quality lapses arise Key Locations will provide suitable preventative and corrective measures.
- The Key Locations team strives to meet and surpass your expectations through our efficient; personable and passionate approach to every project.
- On an ongoing basis, the team at Key Locations regularly conducts venue site visits. This is to ensure that our clients are assured of a quality, well informed service. Furthermore, we also conduct pre and post event calls to ensure that the client is completely happy with our service.
- We seek to continually improve our service. With Event Management, for example, we actively seek feedback so that we can benchmark the delegate experience on the day.

If you require any additional information in regard to our Quality Management Statement then please do not hesitate to contact info@keylocations.net or call **01753 833773**.

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ENVIRONMENTAL STATEMENT

We understand we have an impact on the environment in a number of ways and aim to minimise any potential harmful effects which our business may cause. We are committed to continuous improvements in our environmental performance and the ability to reduce pollution.

WE WILL THEREFORE AS A MINIMUM:

Meet and where appropriate, exceed the requirements of legislation and codes of practice.

Continue to develop and operate environmentally sound waste management procedures to reduce the amount of material sent to landfill sites.

Continue to recycle material wherever possible and promote the use of recycling, particularly with materials such as paper, newspapers, magazines, toner cartridges and aluminium cans.

Promote a purchasing policy with suppliers which will give preference to those products which have been recycled and which cause least harm to the environment.

Reduce the amount of energy we consume by continuing to use energy saving measures and by following recognised guidelines and codes of practice in our property management.

As a company we hold an extensive database for “green venues” and actively promote these venues to clients, wherever appropriate.

Increase the awareness of environmental responsibilities among staff and ensure they have the knowledge and resources to minimise the environmental impact of their work.

The Director and Staff are committed to implementing this policy.

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