
AaronWallisTM
Sales Recruitment

Health & Safety at Work

A Guide for Small Businesses

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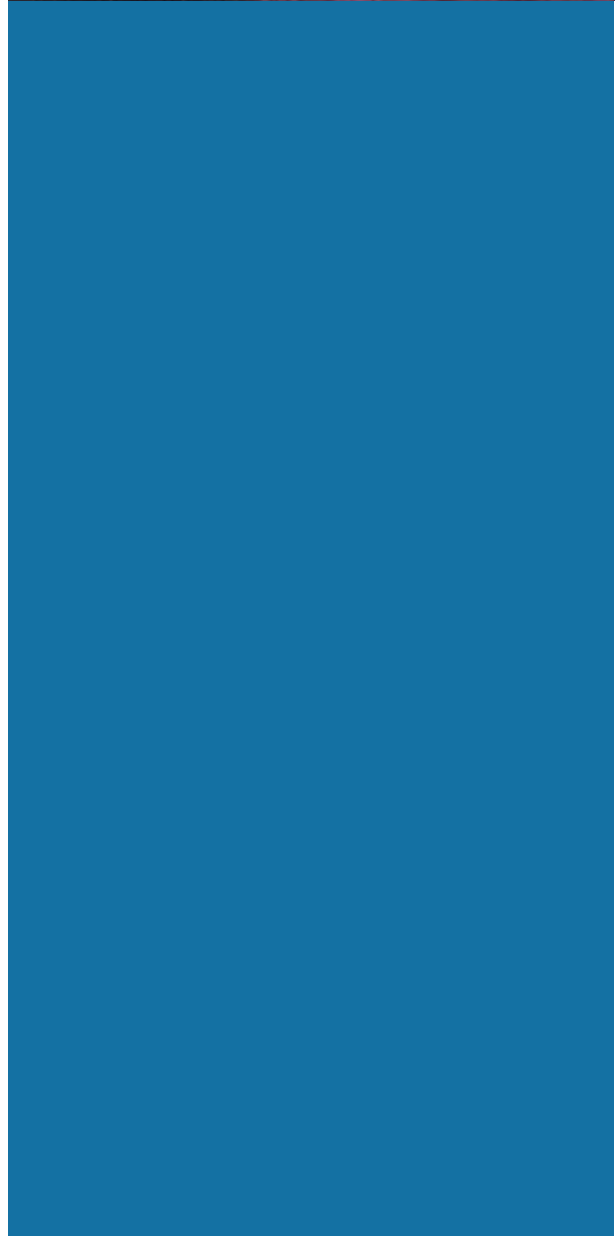
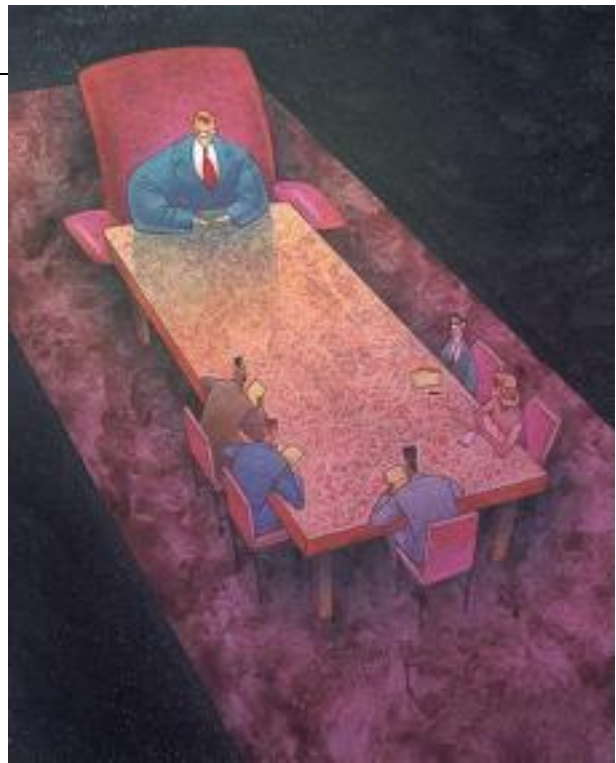


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Introduction

Many small firms do not have a written policy covering their health and safety systems even though the law makes it compulsory for firms with five or more employees. But help is at hand - a guide aimed at small firms has been published by the Health and Safety Executive¹. The guide acts as a "starting point" for employers, and will help small firms to record their organisation's responsibilities and arrangements for health and safety. It includes an outline health and safety policy statement - divided into sections such as "consultations with employees" and "safe plant and equipment" - which firms can complete and use as a way of complying with the law; it also lists key areas of risk. The guidance contains an outline health and safety policy statement, which can be completed and used as a way of complying with the law. Although the outline statement is aimed at small firms, larger organisations can also use it within individual workplaces or departments.

Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

What is a Health and Safety Policy Statement?

Your health and safety policy statement sets out how you manage health and safety in your organisation. It is a unique document that shows:

- Who does what; and
- When and how they do it.

This is an example of a policy statement that you can use, fill in and keep in your workplace. However, you do not have to use this document or format. You are free to record and store the information in any form you choose. This format gives you an idea of the kind of information you need to record.

Example of a General Statement of Policy for Health & Safety at Work

It is our policy that all reasonable practical steps will be taken to ensure the Health and Safety of persons at work and members of the public; also to prevent damage to property and the environment.

It is the duty of all employees to conform to the Company Policy and Safety at Work manual and to accept and carry out their responsibilities, in their own interests and those of the Company.

All employees with specific responsibilities for Health & Safety must ensure that they are adequately delegated in their absence. All employees who authorise work to be carried out at any time must ensure that adequate risk assessment is carried out and that proper health & safety considerations have been taken into account. Permission to work by permit if hazardous must always be sought before the work commences.

All current safety legislation and codes of practice will be complied with at all times, and work methods will be regularly appraised by the relevant managers to ensure that safe systems of work are in place and are being regularly monitored. Staff will be consulted through team briefings before changes affecting their health and safety are instigated.

All staff should contribute and take part in making the workplace as safe as possible. All new staff will receive induction training from their manager who will make sure that this manual is read and understood and that all safe systems of work are fully explained. They will not work without supervision until the manager is satisfied that they are competent to do so. Anyone, who feels that all possible and reasonable steps are not being taken to protect the safety of any activity or in any area of the Company, should report the matter to their manager, the Safety Committee or the Safety Director.

The Directors give their full support to this Policy and have appointed [insert name] as the person responsible for health and safety, (the Safety Director).

A Safety Committee will meet regularly and the names of members and minutes of the meetings will be displayed on Company notice boards. The members will be responsible to the Safety Director and will have his full support and authority.

This policy will be kept under constant review to ensure that it complies with current legislation. Refresher training will be carried out annually or whenever the nature of the work changes or in line with new legislation.

Signed
Date

Director/manager responsible for Health and Safety

On behalf of [insert name of the employer business]

New official guidance for Directors

In 2006 the Health and Safety Commission (HSC) decided that more needed to be done to get the health and safety message over at board level and to use that as a key part of maintaining and improving the health and safety performance of organisations. The result is new guidance issued on 29 October 2007 by the Institute of Directors, the Health and Safety Executive (HSE) and the Health and safety Executive for Northern Ireland.

There are four key steps for directors to take:

- **Plan**
The board should set the direction for effective H&S management and establish an H&S policy that is an integral part of your organisation's culture, of its values and performance standards.
- **Deliver**
Delivery depends on an effective management system to ensure, so far as is reasonably practicable, the H&S of employees, customers and members of the public.
- **Monitor**
Monitoring and reporting are vital parts of a H&S culture. Management systems must allow the board to receive both specific and routine reports on the performance of H&S policy.
- **Review**
A formal boardroom review It allows the board to establish whether the essential H&S principles - strong and active leadership, worker involvement, and assessment and review - have been embedded in the organisation. It tells you whether your system is effective in managing risk and protecting people.

The guidance, entitled "Leading Health and Safety at work" is available at: www.hse.gov.uk/pubns/indg417.pdf

Why Do You Need a Health and Safety Policy Statement?

The health and safety policy statement is your starting point to managing health and safety in the workplace. By law, (Health and Safety at Work etc., Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains your statement of general policy on health and safety at work and the organisation and arrangements for putting that policy into practice. Writing a health and safety policy statement is more than just a legal requirement – it is your commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows your employees that you care for their health and safety.

Who Should Do What?

With very few exceptions, the responsibility for health and safety rests on you as an employer. However, many day-to-day tasks may be delegated. Your statement should show clearly how these tasks are allocated, but remember, you will still have ultimate responsibility. You should consult your employees (through safety representatives, if you have any) about the policy statement. Everyone should be able to see from the policy statement exactly who is responsible for different things, such as advice, reporting an accident and first aid.

When and How Should They Do It?

Your policy statement should describe your arrangements, ie the systems and procedures you have in place for ensuring employees' health and safety. You may wish to refer to other documents, e.g. works' rules, safety checklists, training programmes, emergency instructions, etc. All employees may not need to see all the other documents, but they must see the policy statement itself.

How Often Do I Need to Revise the Policy Statement?

It should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes. It is useful to review the policy regularly (e.g. annually).

Do I Have to Do Anything Else?

Yes, you have other legal duties under other legislation. In particular, under the Management of Health and Safety at Work Regulations 1999, you have to assess the risks arising from your work activities and record the significant findings (you can cross-refer to page 5 of this document). You also have to record your arrangements for health and safety (you can use this document to do that). Depending on your type of work, there may be other specific legislation that will apply.

REMEMBER:

What you write in your policy has to be put into practice. The true test of a health and safety policy is the actual conditions in the workplace, not how well the statement is written.

Health and Safety compliance good for business

An HSE compliance survey of 1,700 businesses into what motivates business owners to comply with Health and Safety Law has provided the following results:

- 90% of businesses believe good health and safety is important to productivity and staff morale;
- 82% of businesses believe that complying with Health and Safety was important to safeguard their business reputation; and
- 80% of businesses check their own Health and Safety standards whenever they hear of a prosecution against a similar organisation.

To view the survey findings visit:
www.hse.gov.uk/press/2005/e05033.htm

Tougher penalties for health and safety law breakers

The Health and Safety Offences Act 2008 which will increase penalties and provide courts with greater sentencing powers for those who flout health and safety legislation received Royal Assent on 16 October 2008 and will come into force in January 2009. The Act:

- raises the maximum fine which may be imposed by the lower courts to £20,000 for most offences;
- makes a prison sentence an option for most health and safety offences in lower and higher courts ;
- makes certain offences that can currently only go to trial in lower courts, triable in either the lower or higher courts.

More information is available at:
www.publications.parliament.uk/pa/cm200708/cm200708029/2008029.pdf

Draft Health and Safety Policy Guideline

Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

(name of company)

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed

(Employer)

Date

Review date

Responsibilities

1 Overall and final responsibility for health and safety is that of

2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Name	Responsibility
------	----------------

4 All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Guide to completing the Responsibilities section:

- 1 Write your name here. As the employer you have overall responsibility for health and safety.
- 2 You can delegate responsibility for day-to-day tasks to someone else, e.g. manager, supervisor. Write their name here. Make sure they keep you informed about health and safety matters: they are still your overall responsibility.
- 3 You can delegate specific tasks to individuals in your organisation, by workplace area or by topic. Responsibilities should be clearly set so that if there are any health and safety concerns, they can be reported to the right person
- 4 Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by
- The findings of the risk assessments will be reported to
- Action required to remove/control risks will be approved by
- will be responsible for ensuring the action required is implemented.
- will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every

or when the work activity changes, whichever is soonest.

Consultation with employees

- Employee representative(s) are
-
-
-
- Consultation with employees is provided by
-
-
-

Guide to completing the Health and Safety risks arising from our work activities section:

Write down your arrangements for doing your risk assessment here. You can use the form on page 33 of the leaflet at www.hse.gov.uk/pubns/indg259.pdf to record the findings of your risk assessment.

Guide to completing the Consultation with employees section:

You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees either directly or through an elected representative.

Safe plant and equipment

- will be responsible for identifying all equipment/plant needing maintenance.
- will be responsible for ensuring effective maintenance procedures are drawn up.
- will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to
- will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- will be responsible for identifying all substances which need a COSHH assessment.
- will be responsible for undertaking COSHH assessments.
- will be responsible for ensuring that all actions identified in the assessments are implemented.
- will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every
or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- The Health and Safety Law poster is displayed at/ leaflets are issued by
- Health and safety advice is available from
- Supervision of young workers/trainees will be arranged/undertaken/monitored by
- is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Guide to completing the Safe plant and equipment section:

You will need to ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or second-hand plant and equipment meets health and safety standards before you buy it

Guide to completing the Safe handling and use of substances section:

You must assess the risks from all substances hazardous to health. These are your COSHH assessments. Write down your arrangements for doing your COSHH assessments here.

Guide to completing the Information, instruction and supervision section:

Write down where you display the Health and Safety Law poster, or where the leaflets are available from, where people can go for health and safety advice and what provision you make for training young workers or trainees.

Competency for tasks and training

- Induction training will be provided for all employees by
- Job specific training will be provided by
- Specific jobs requiring special training are...
- Training records are kept at/by
- Training will be identified, arranged and monitored by

Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs
- Health surveillance will be arranged by
- Health surveillance records will be kept by/at
- The first aid box(es) is/are kept at
- The appointed person(s)/first aider(s) is/are
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at
- is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Guide to completing the Competency for tasks and training section:

All employees must be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job specific health and safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used. Write down your arrangements for training here, including arrangements for record keeping.

Guide to completing the Accidents, first-aid and work-related ill-health section:

Employees must receive specialist health surveillance for certain work. Your COSHH assessments will identify where this specialist health surveillance is needed. You should note down your first aid arrangements here.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will
- is responsible for investigating accidents.
- is responsible for investigating work-related causes of sickness absences.
- is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

- is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by/every
- Fire extinguishers are maintained and checked by/every
- Alarms are tested by/every
- Emergency evacuation will be tested every

Guide to completing the Monitoring section:

You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, e.g. doing spot check visits, or reactively, e.g. investigating any accidents or ill health. Record your procedures here.

Guide to completing the Emergency procedures – fire and evacuation section:

Record your emergency procedures, how often they are checked and who by.

Key Areas of Risk

Here are some examples of key areas; this is not an exhaustive list. Look around your workplace to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

- Asbestos;
- Chemicals;
- Confined spaces;
- Display screen equipment (VDUs);
- Electricity;
- Excavation;
- Falling objects/collapsing structures;
- Fire and explosion;
- Machinery (including guarding);
- Manual handling;
- Noise;
- Pressure systems;
- Radiation;
- Slips, trips and falls;
- Stress;
- Substances hazardous to health (including dust, fumes, etc);
- Temperatures;
- Transport (including carrying dangerous substances, and pedestrians in the workplace);
- Vibration;
- Violence to staff;
- Work equipment;
- Work-related upper limb disorders;
- Working alone;
- Working at heights;
- Working environment.

Assessing your Risks

Risk assessment helps you protect your workers and your business, as well as comply with the law. It helps you focus on the risks that really matter – the ones with the potential to cause real harm.

A risk assessment is simply a careful examination of what in your work could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The law does not expect you to eliminate all risk, but you are required to

protect people ‘so far as is reasonably practicable’.

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer;
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1 - Identify the hazards

First you need to work out how people could be harmed. The risk assessment form in the booklet available at www.hse.gov.uk/pubns/indg259.pdf includes tips on how to spot the hazards that matter.

Step 2 - Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, e.g. ‘shelf stackers may suffer back injury from repeated lifting of boxes’.

Step 3 Evaluate the risks and decide on precautions

Having spotted the hazards, you then need to decide what to do about them. Compare what you currently do with what’s accepted as good practice. If there is a difference, list what needs to be done. When controlling risks, apply these principles, if possible in this order:

- Try a less risky option.
- Prevent access to the hazard.
- Organise work to reduce exposure to the hazard.
- Issue personal protective equipment.
- Provide welfare facilities.

Step 4 Record your findings and implement them

If you employ five or more people, the law requires you to record your findings. You can use a photocopy of the blank form in this leaflet to do this. You can also download a form from www.hse.gov.uk/risk.

When writing down your results, keep it simple.

HSE statistics

- More than 200 people are killed at work in the United Kingdom each year. This does not include work-related road deaths.
- In 2006, 30 million working days were lost in the UK to occupational ill health and injury, imposing an annual cost to society of £30 bn (more than 3% of GDP).
- Surveys show that about two million people suffer from an illness that they believe to be caused or made worse by work.
- Many thousands of deaths each year can be attributed to occupational illnesses, including some cancers and respiratory diseases.

New risk assessment tools save businesses time and money

On 22 October 2009, the Health and Safety Executive (HSE) announced that it has developed a new electronic template especially for small to medium sized enterprises (SMEs) which combines, into one document, the requirements of a health and safety policy, risk assessment and written record of health and safety arrangements.

Example risk assessments for a range of industries have also been developed to show businesses what a ‘good enough’ record may look like. 90 percent of test users of the example risk assessments said they could get their own done more quickly, saving almost half the time on average.

In addition, almost three-quarters of businesses that took part in the survey said the example risk assessments provided were very good or excellent.

The HSE information is available at:
www.hse.gov.uk/risk/index.htm

If, like many businesses, you find that there are quite a lot of improvements that you could make, don't try to do everything at once. Make a plan of action to deal with the most important things first.

Step 5 Review your risk assessment and update if necessary

Few workplaces stay the same, so it makes sense to review what you are doing on an ongoing basis. Every year or so, formally review where you are to make sure you are still improving, or at least not sliding back. Set a date for the review and put it in your diary so you don't forget it.

Publications from the Health and Safety Executive

You can find more information on risk assessments and the key areas of risk in the following publications from the Health and Safety Executive (HSE):

HSE priced publications

- Essentials of health and safety at work HSE Books 2006 ISBN 0717661792
- Health risk management – A practical guide for managers in small and medium-sized enterprises HSG137 HSE Books 1995 ISBN 0717609057
- Management of health and safety at work. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and guidance L21 HSE Books 2000 ISBN 0717624889

HSE free leaflets

- An introduction to health and safety: Health and safety in small firms - INDG259 HSE Books 2003 ISBN 0717626857
- Managing health and safety: five steps to success - INDG275 HSE Books 1998 ISBN 0717621707
- Consulting employees on health and safety: A guide to the law - INDG232 HSE Books 1999 ISBN 0717616150
- A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 HSE Books 1999 ISBN 0717624315
- Health and safety training: What you need to know - INDG345 HSE Books 2001 ISBN 0717621375
- Five steps to risk assessment Leaflet INDG163 HSE Books 2006 ISBN

071766189X

- The Work at Height Regulations 2005 (as amended in 2007) Leaflet INDG401REV1 HSE Books 2007 ISBN 9780717662319

HSE leaflets are generally free for the first copy, and then available in priced packs. Books are priced individually.

HSE priced and free publications are available by mail order from:

HSE Books, PO Box 1999
Sudbury, Suffolk CO10 6FS
Tel: 01787 881165 Fax: 01787 313995

and to order online at:
www.hsebooks.com/books

HSE priced publications are also available from all good booksellers.

For other enquiries ring, HSE's InfoLine
Tel: 0541 545500, fax 0114 2892333 or write to

HSE Information Centre:
Broad Lane,
Sheffield
S3 7HQ

Investigating Workplace Incidents

The Health and Safety Executive (HSE) has published guidance on how to investigate accidents and incidents, including near misses. The guidance, which was prepared in consultation with industry, unions and health and safety professional bodies, is intended as a first step in introducing organisations to the benefits of carrying out investigations and the methods by which accidents should be recorded, investigated and the findings acted upon.

The guidance is aimed primarily at small to medium sized enterprises (SMEs) where it is often difficult to build up an expertise in investigating, although larger organisations may also find it helpful.

No previous expertise is needed to use the workbook and guidance notes that take the user step-by-step through the investigating process from start to finish and includes worked examples and blank template forms for accident analysis.

Electrical safety at work

Since 1 January 2005 it has been a legal requirement to certify many types of household electrical work in compliance with the Building Regulations (Part P). This legislation also applies to all businesses that receive electricity from a source shared with or located in a dwelling, for example a shop below a flat, or a residential shop attached to a house.

The work must be certified either by a building inspector or by a contractor with a self-certification qualification (registered through a competent person's scheme).

Some basic electrical work does not require certification, but before carrying out the work you need to check whether it comes under the legislation; work in areas with a water supply are especially likely to need certification.

If you fail to comply with the Building Regulations, the local authority can require the removal or alteration of the work carried out at your expense. If a customer or employee is injured by an uncertified piece of work; you may be considered liable (or partially liable) for their injuries.

Further information can be found at the Office of the Deputy Prime Minister at www.odpm.gov.uk/stellent/groups/odpm_buildreg/documents/divisionhomepage/br0059.hcsp

The four steps featured in the guidance are:

- the gathering of information;
- the analysing of information;
- identifying risk control measures;
- and the action plan and its implementation.

Investigating accidents and incidents - a workbook for employers, unions, safety representatives and safety professionals HSG245, ISBN 0717628272 is available from HSE Books.

Health and Safety Tools and Services

The Health and Safety Executive provide a range of health and safety tools and services for business advisers and their clients that have been developed around HSE's Priority Programme² areas and include:

- A Workplace Health Connect³ service that provides free and impartial advice on health at work in partnership with the HSE. It includes case studies to set the business case why small businesses should have appropriate and sustainable health and safety management systems in place;
- A hazard identifier tool on the Business Link website -www.businesslink.gov.uk. This is a self-assessment tool to help you find out how well you are handling your health and safety. This tool will:
 - help you to understand how well you identify and manage health and safety hazards;
 - provide you with targeted guidance to help you improve your management of health and safety;
 - enable you to compare your performance **anonymously** with other businesses across sectors and sizes.

References:

¹ An introduction to health and safety (ISBN 0717626857) is a guide for small businesses and is available from HSE books or can be viewed at: www.hse.gov.uk/pubns/indg259.pdf

² The HSE's Priority Programme includes the Construction, Agriculture and Health Service Sectors and the following topics; Slips and Trips, Workplace Transport, Musculoskeletal Disorders, Stress and Falls from a Height.

³ The Workplace Health Connect service aims to transfer knowledge and skills direct to companies, so they can tackle future Health and Safety issues themselves. For further information visit: www.workplacehealthconnect.co.uk

Further Information

This guide is for general interest - it is always essential to take advice on specific issues.

We believe that the facts are correct as at the date of publication, but there may be certain errors and omissions for which we cannot be responsible.

If you would like to receive further information about this subject or other publications, please call us – see our contact details on the next page.

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