

Company Name:	Twenty-Four Seven Recruitment Services Ltd					
Policy Name:	Health and Safety Policy					
Review Date:	V1 01/11/15	V2 06/01/21	V3 10/02/22			
Reviewed and authorised by:	Amanda Lillis - HR Director					

Policy Statement

This Policy and Procedure sets out the Company's commitment to Health and Safety and is fully supported by senior management.

Scope

This policy applies to all salaried employees, temporary workers, visitors, contractors, and volunteers within the Company at all levels, and all workers supplied by a recruitment Intermediary or sub-contracted labour provider.

Responsibilities

The effectiveness of this Policy is dependent on all those in scope being responsible for ensuring work is carried out with due consideration for safety with minimum risk to health.

Employees in the following roles are responsible for implementing this policy and procedure:

- The Managing Director has overall and final responsibility for Health and Safety in the Company.
- Whilst the onus of Health and Safety falls primarily on Senior Management, all of those in scope have legal obligations to take all reasonable care to protect themselves and anyone else affected by their acts or omissions.
- Operations Employees are responsible for managing day to day activities at Client sites and working collaboratively with Clients to ensure all Health and Safety commitments are met, including the establishment of Client Health and Safety Direction, Supervision and Control.
- All managers are responsible for ensuring all employees/workers adhere to the policy.
- All other individuals in scope of the policy are responsible for their own safety, and that of their colleagues. This includes, but is not limited to co-operating with their employer on all health and safety matters and observing all Client and Labour Provider health and safety instructions.

Policy

The Directors recognise that they have a responsibility to ensure the provision and maintenance of safe and healthy working conditions for all employees/workers and to provide such information and training as is necessary for this purpose.

The Directors also recognise that the Company has a responsibility for the health and safety of any other persons who may be affected by their acts or omissions, and therefore believe in the active involvement of

every member of Employees within the organisation, in order to achieve and maintain the highest standard of accident prevention.

Specific arrangements are documented for communicating any relevant hazards to all those in scope of the policy.

Under the Management of Health and Safety at Work Regulations 1999, it is our duty to co-operate with the Client so far as is necessary to ensure all employees/workers are informed of the risks arising out of, or in connection with, any work carried out. Co-operation with the Client ahead of labour supply is mandatory and critical to ensure that:

- Suitable and sufficient risk assessments have been carried out on the risks our employees/workers will be exposed to whilst at work.
- There is an agreed process in place to review risks and control measures for adequacy, and for communicating amendments to employees/workers should there be a reason to suspect they are no longer valid.
- Suitable facilities and welfare arrangements are in place, together with the safe means of access to, and egress from places of work.
- There is an agreed process for relevant risks and control measures relating to task and environment to be incorporated into training, that the training is reviewed or amended in line with any changes to those risks, or in the event of new risks arising, and that the training is delivered in a comprehensible manner.
- The qualifications, skills and competence required to complete tasks are fully documented in order that Employees/workers can be recruited, trained and instructed appropriately.
- There is an agreed process to establish if young person's are engaged, that it is permissible, and that suitable control measures are agreed and implemented.
- There is process for assessing the risks to pregnant workers, and that this process is collaborative, fair, non-discriminatory, and that the Company does not request expectant mothers to take a pregnancy test.
- Statutory reporting responsibilities are agreed in relation to serious workplace accidents, occupational diseases and specified dangerous occurrences.
- The responsibility for the day-to-day management, supervision and control of the workforce is agreed.

The following Rules must be observed at all times:

You should make yourself familiar with our and the clients' Health and Safety Policy and your own health and safety duties and responsibilities, as shown below and at places of work.

You must recognise that everyone shares responsibility for achieving safe working conditions. You must consider

the health and safety of your acts and/or omissions and take reasonable care for your health and safety and that of others. You must not take any action that could threaten the health or safety of yourself, other colleagues, customers or members of the public.

Any health and safety concerns should be reported to your 24-7 representative or the HR department.

You must use equipment in accordance with operating instructions and any instructions given by the Company or our clients. Any fault, damage or concern about any equipment or its use must immediately be reported. You should not attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed will be taken very seriously.

Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.

You should report all accidents and injuries at work, no matter how minor, in the accident book that can be found in your 24-7 onsite office or with the HR department.

Accidents

Absences resulting from accidents at work are treated as sickness absence and the Company's normal rules will apply to such absences.

All accidents and incidents (including near-miss incidents) must be reported to the appropriate line manager/supervisor so that the cause can be ascertained, the control measures re-evaluated and action taken to prevent recurrence.

All accidents and incidents, no matter how minor, must be recorded in the Accident Book.

It is the responsibility of all employees/workers to provide complete and accurate information to enable management to find out what went wrong, learn lessons, and take action to prevent or reduce such accidents/incidents in the future.

It is important that you familiarise yourself with and follow the site accident rules and procedures.

Fire

In general, you should seek to always ensure good standards of housekeeping. A clean and tidy workplace is less likely to be a source of fire. Any act or omission, which you believe may constitute a fire risk, should be immediately notified to your line manager or supervisor, who will take the appropriate action.

All potential fire hazards will be identified, and the risks assessed and reduced to an acceptable level.

It is important to familiarise yourself with the site firefighting equipment and procedures.

Fire marshalling areas will be identified and located in areas beyond any danger from fire. You will be made aware of where they must report in case of fire. Fire alarms will be activated periodically, providing you with prior notice.

Details of the Site fire/emergency procedures, fire marshals, and exit and assembly points, will be displayed on notice boards around the premises. You must familiarise yourself with the Site emergency procedures to minimise the dangers caused by fire.

You must ensure that you are aware of the nearest fire exit, and its alternative, for emergency use.

You must ensure that you are aware of the nearest fire extinguisher to your work location, its type and know

how to operate it.

Regular fire drills will be held to ensure that fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

Under no circumstances must you put yourself or others at risk in a fire situation.

Hygiene

You must comply with the site-specific Hygiene policy.

You must wash your hands immediately before commencing work and after using the toilet.

Any cut or burn on the hand or arm must be covered with an approved visible dressing.

Head coverings and overalls/uniforms, where provided, must always be worn.

You should not wear excessive amounts of make-up or perfume and nail varnish should not be worn.

If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin, or mouth infection, you must not report for work without clearance from your own doctor.

Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your own doctor before commencing work.

Electricity

Electrical equipment is normally safe, provided it is properly installed and regularly inspected. Always remember that the repair and maintenance of electrical appliances is a job for an expert. Do not attempt to make any repairs yourself.

The 2 main risks from electricity are shocks and fires. You can reduce the risk of electrical shocks and fires by:

- Not overloading sockets.
- Never touching light switches or appliances with wet hands.
- Do not use equipment that looks unsafe or damaged
- Keep electrical supply cables and flexes away from wet areas or from where they will be damaged by being walked over or knocked when moving equipment.

Please report trailing cables that might cause someone to trip and fall and any faulty cabling to your client supervisor on site or your 24-7 representative.

Control of Substances Hazardous to Health (C.O.S.H.H.) Regulations 1998

Under C.O.S.H.H. all persons at work need to know the safety precautions to take so as not to endanger themselves or others through exposure to substances hazardous to health. You may encounter such substances while working on assignment. Any such hazards will be identified to you and training will be given if you are required to use them. Make sure that you obtain instruction and fully understand how these substances are to be handled before using any hazardous substances.

Driving Assignments

Always complete sufficient checks on the vehicle to ensure that it is roadworthy before leaving the premises.

Ensure that the load is secure as it is your responsibility as the driver even if someone else has loaded the vehicle.

Check that the vehicle has not been overloaded in both gross weight and individual axles. If you feel it is

overloaded, please ask for permission to proceed to a weighbridge.

Ensure that the load is evenly distributed, particularly after partial unloading.

Make sure that the Client is made aware of any defects and that they are entered in their defect report book.

Ensure that you know how to operate all vehicle equipment before starting your journey. If you have any doubts, please ask the Client's representative.

Always observe the relevant legislation including the Road Traffic acts and the Highway Code.

Always observe the requirements of the EU Driving Hours and Working Time (Road Transport) Regulations.

Never drive if you are tired or unwell or are taking medication which may affect your driving. It is your responsibility to be aware of any side-effects that your medication may have.

Please be aware of the height of the vehicle you are driving as many accidents are caused by drivers hitting overhead gantries or bridges.

If you feel that the vehicle or load is unsafe to drive, do not proceed. Report your concerns to the Client and your 24-7 representative

Manual Handling

Manual handling regulations cover the tasks involving supporting or transporting loads by physical human effort. Manual handling is:

- The movement of a load by human effort either directly or indirectly.
- Supporting a load without moving it.
- Pushing or pulling a load.
- Intentionally throwing or dropping the load.

Benefits of good manual handling:

- Avoid injury, pain, suffering and stress to you and your family.
- Avoid lost days off work and loss of pay.
- Allows for business continuity and validates business insurance.

An assessment of manual handling techniques will be carried out by a competent person so that risks can be identified and reduced to the lowest level reasonably practicable.

You should familiarise yourself with good handling techniques as hazards are not only presented by heavy loads.

There is no maximum weight specified in the regulations, which recognise the fact that whilst weight is evidently a significant factor, there are other considerations of equal importance such as the task, individual capability, the load, the stability, the packaging, repetition, distance to be carried and the environment.

You must not, under any circumstances, attempt to lift or carry any load that is likely to cause you personal injury.

You should think about the following points if you must do any lifting:

- Plan the lift. What is the best way to get the load from A to B?
- Ensure you are balanced properly for lifting by positioning the feet apart.

- Adopt a good posture, bend the knees using them to lift, and keep the back straight.
- Get a firm grip on the load.
- Keep the load close to your body.
- Lift smoothly trying not to jerk.
- Do not twist your body when turning to the side.
- Put the load down before adjusting it to the desired position.

If an object is too heavy, use mechanical lifting aids, such as trolleys. If this is not possible, ask for help from a colleague. Working as a team reduces the risk of injury.

Arrangements

We commit to the following process and principles.

All employees/workers will be sent to a safe working environment, that is to say a workplace where there has been a comprehensive assessment of risk to prevent accidents and injury to health. Employees/workers will be made aware of workplace risks and control measures ahead of work starting.

All employees/workers will be sent to an environment with adequate welfare facilities such as clean toilet facilities, potable water and washing facilities (if appropriate). This includes onsite offices within the Client's demise, offices leased by the Company, and any Portakabins or temporary buildings (rented or otherwise) used in connection with our business activities.

Clients are required to provide risk assessments to the Company relating to current risks and control measures in the workplace, and those specific to the role.

Collaboration between the Company, as the labour provider, and the Client will be documented ahead of supply with responsibilities clearly defined in writing.

All employees/workers will be provided with a handbook which explains the terms and conditions under which they will be working, to include information on some key external organisations who can offer help and support where employees/workers can raise complaints, issues, or concerns about the safety of their working conditions in confidence and without fear of discrimination or detriment.

Arrangements will be in place to communicate any new relevant risks and control measures to all employees/workers and any other individuals in the scope of this policy.

Worker training will be in line with Client requirements and may take any of the following forms:

- Face to face inductions / presentations
- E-Learning
- Classroom tests / exams
- Interactive sessions
- On-site walk-arounds
- External training course

All health and safety training will be paid.

Employees/workers within our account teams will be competent to deliver training to workers, having themselves been trained on subjects such as, but not limited to:

- Health and safety

- Operations Induction
- DSE Assessment
- Manual Handling Train the Trainer
- Covid 19

Any health and safety training in relation to work activities will be delivered ahead of employees/workers starting work on assignment and will be specific and appropriate.

Fire safety arrangements will be covered in all health and safety training.

The Directors will ensure that any office space under the Company's control is properly risk assessed for suitability and repaired and maintained in line with legal requirements, including items such as heating and lighting, fire safety, ventilation, cleaning, workplace furniture, site security, first aid and any general repair and maintenance items. Similarly, the Company will ensure there is an adequate assessment of the risks associated to home working.

Contractors selected to carry out works for the Company, whether at buildings under our control or otherwise, will be competent to carry out their duties and must provide all appropriate risk assessments and method statement ahead of works.

Health and safety performance will be reviewed at planned intervals to ensure its continuing suitability and effectiveness.

Planned audits shall be completed to ensure that the health and safety policy arrangements are effectively implemented.

Non compliance

The Company takes its commitment to this policy seriously and so, in cases where the Policy and Procedure has not been adhered to, the Company may deal with such matters via the Company disciplinary procedure.

Monitor, review and improve

The Directors are responsible for the continuous improvement of Health and Safety, including:

- Regular due-diligence checks to ensure employees/workers are following the correct procedure.
- Ensuring the required data is recorded as part of routine practices.
- Recording the number and detail of accidents, near misses, concerns raised or breaches of the policy and if/how they have been remediated.
- Recording any suggestions or ideas raised and whether they have been actioned.
- Ensuring the most up to date legal and other requirements have been identified.
- That risk assessments reflect the current level of risk.
- Policy and procedure reflect practice.
- Policies and documents are updated or developed, and training or re-training is applied to ensure relevant individuals have the required understanding and skills.