

HEALTH & SAFETY POLICY

THIS POLICY COVERS THE MANAGEMENT ARRANGEMENTS FOR THE FOLLOWING:



Blackwood House
Ash Road South
Wrexham
LL13 9UG

FOREWORD

This is the Health and Safety Policy document for 24-7 Recruitment Services.

Documented herein are the company policy statements, organisation, and responsibilities in respect of the provisions for the management of Health and Safety at Work. In addition, specific arrangements are documented for particular hazards that are likely to be experienced with the company.

It should be noted that there are a number of subsidiary companies affiliated with 24-7 Recruitment Services that are provided with their own health and safety policies.

The company have implemented measures to protect the health and safety of its employees at work, it should be remembered that the workplace can be a potential source of danger, and many simple tasks carry risks to health and safety if not undertaken correctly.

It should be noted that the Health and Safety at Work Act 1974 etc., states that "it shall be the duty of every employee while at work:-

- a. "To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work, and
- b. As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with".

Management is also bound by the Act:

"It shall be the duty of every employer to ensure so far as is reasonably practicable, the health, safety, and welfare at work of all his employees".

The management also has a common law duty:

"The employer must take reasonable care not to subject his employees to unnecessary risks".

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HEALTH AND SAFETY POLICY & STATEMENT

The Company is fully committed to providing a safe place of work, safe systems of work and a safe working environment for all its employees and any visitors to the Company premises.

The Companies Health and Safety Policy Statement:

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We will ensure that the statutory requirements of the '**Health and Safety at Work Act - 1974**' will, as is reasonably practicable, be complied with, as follows:

- Provide adequate resources for meeting our health and safety obligations including competent advice
- Carry out periodic risk assessments in the offices, manufacturing and site installations and review the results annually or as deemed necessary by the process
- Provide methods of working which are safe and without risk to health of its employees, clients, sub-contractors or visitors
- Ensure arrangements are in place for safe use, storage, handling and transportation of articles and substances used at work
- Ensure that employees are provided with adequate training and records are maintained, information and or instructions and are supervised to secure their safety while at work, and the safety of others who may be affected by their actions
- Provide and maintain all plant machinery and equipment which is safe and without risk to health
- Provide adequate arrangements and facilities for employees, clients, sub-contractors and visitors welfare
- Ensure that consultation takes place with employees, clients, sub-contractors and visitors on matters affecting their health, safety and welfare
- Establish and maintain adequate fire precautions
- Co-operate with H&S advisors and act on their recommendations
- Ensure adequate provision of PPE and training, as requested or from the result of a risk assessment

This health and safety policy / statement will be reviewed annually and will be amended and re-issued as deemed necessary. Any changes will be brought to the attention of all employees through the normal communication channels within the business and a revised copy of this policy / statement will be displayed within the Company's premises.

More detailed information regarding the responsibilities and arrangements in place for the effective management of health and safety matters, are available to all employees, sub-contractors, clients and visitors in the Company's '**Health and Safety Policies and Procedures**'.

Employee duty to Health and Safety:

It is the responsibility of all employees to co-operate with the company and not to interfere with or misuse or abuse anything provided by the company in the interest of health and safety. Employees must take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions at work, and must comply with legal requirements imposed on them by the health and safety legislation.

In the event that it is believed that Health & Safety standards are being compromised in any way you must report the matter to your line Manager immediately.

Signed: *Jordan Williams*

Date: 5th January 2025

Name: Jordan Williams

Position: DIRECTOR

ENVIRONMENTAL POLICY STATEMENT

The Directors of 24-7 Recruitment Services are fully aware of their duty of care for the environment, and shall promote environmental awareness within the Company's operations.

Although the office environment of the Head Office involves few substances or emissions, which may cause harm to the environment, certain precautions must be taken to ensure such harm does not arise: Page | 5

The Company intends to reduce harmful and nuisance emissions to:-

AIR by

- Maintaining plant and equipment in good repair at all times.
- Purchasing or hiring equipment where reasonably practicable which does not produce harmful or noxious fumes.
- Avoiding the use of any paint or sealant, which contains high levels of Volatile Organic Compounds.

Contaminating LAND by:

- Maintaining plant and equipment to prevent leakage.
- Providing safe storage for all fluids so that leaks are contained.
- Providing suitable and sufficient absorbent material to absorb any uncontained leakage.

Contaminating WATERCOURSES by

- Ensuring no waste substances are poured down any drain.
- Sealing waste liquids and substances before disposal.

Promoting RECYCLING by

- Ensuring, as far as possible, that all waste materials are segregated when disposed.
- Taking waste materials to recognised recycling centres where possible.

The company shall adopt the principle of **BATNEEC** (Best Available Technique Not Entailing Excessive Cost) in all its operations where harm to the environment is a foreseeable risk.

The company is committed to continually improve our environmental performance and awareness.

Signed: *Jordan Williams*

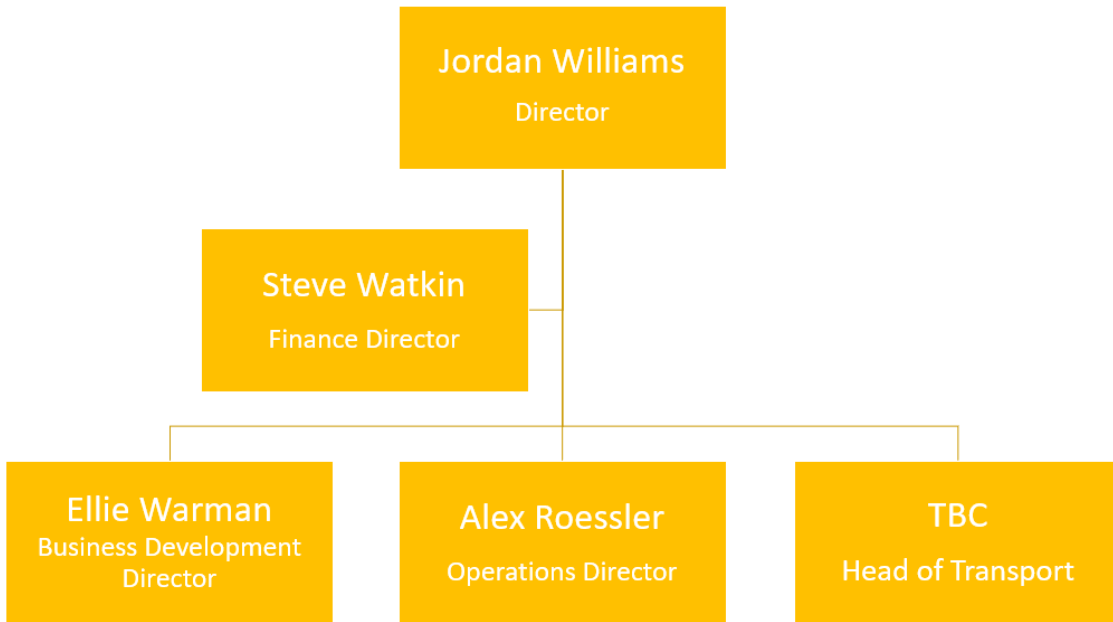
Date: 5th January 2025

Name: Jordan Williams

Position: DIRECTOR

2.0) ORGANISATION AND RESPONSIBILITIES

2.1) COMPANY STRUCTURE



2.2) The Directors' & Managing Director shall be responsible for:

- a) Defining the health and safety policy and reviewing it at planned intervals for effectiveness and suitability.
- b) Ensuring that the company complies with current and applicable health and safety regulations.
- c) Ensuring that the health and safety policy and arrangements are effectively implemented in the organisation.
- d) Providing machinery, equipment and other plant that is safe and without risk to health and to ensure that it is maintained in good condition.
- e) Ensuring that systems of work are safe and without risk to health and safety.
- f) Ensuring that as far as reasonably practicable, employees' health and safety are not put at risk by contact with hazardous materials and chemicals.
- g) Providing all employees' with information, instructions, training and supervision necessary to ensure, as far as reasonably practicable, their safety at work.
- h) Ensuring that all employees' are competent to carry out their jobs in a safe manner that is with minimum of risk to themselves or others.
- i) Ensuring that managers understand their responsibilities and have the necessary knowledge and skills to carry them out.
- j) Ensuring that, as far as reasonably practicable, the place of work under his control and where employees' work is kept in a safe condition and does not pose a risk to health.
- k) Ensuring ways into and out of the workplaces are safe and without risk to health.
- l) Ensuring the health and safety of their employee's working environment, such as lighting, heating, ventilation and noise.
- m) Providing adequate and sufficient arrangements for the welfare at work of his employees'.
- n) Ensuring that work carried out by the company does not expose people who are not his employees' (e.g. contractors', visitors', temporary workers, etc.) to risks to their health and safety.

2.3) Regional Manager's and Head of Transport shall be responsible for:

- a) To ensure that the health and safety policy is effectively implemented in their area by their personnel.
- b) To ensure project documentation files are issued & effective implementation of such file.
- c) To ensure that adequate resources are provided to comply with the health and safety policy and arrangements.
- d) To ensure that health and safety duties are delegated, understood and accepted by all personnel.
- e) To evaluate the health and safety performance and ensure corrective actions are taken, as necessary.
- f) To identify health and safety training needs for their personnel and where required, ensure that appropriate training is provided.
- g) To ensure that work equipment hired or purchased are suitable for the task and statutory test and inspections are carried out in accordance with legislation and manufactures guidelines by the nominated supervisor or competent persons as defined within applicable legislation.
- h) To attend safety committee meetings as required.

2.4) Supervisors shall be responsible for:

- a) To ensure that the health and safety policy is effectively implemented in their area by their personnel.
- b) To ensure that health and safety duties are delegated, understood and accepted by all personnel.
- c) To ensure that work equipment used, hired or purchased are suitable for the task and statutory test and inspections are carried out in accordance with legislation and manufactures guidelines by a competent person as defined within applicable legislation.
- d) To evaluate the health and safety performance and ensure corrective actions are taken, as necessary.
- e) To identify health and safety training needs for their personnel and where required, ensure that appropriate training is provided.
- f) To attend safety committee meetings as required.

2.5) The Employees' responsibilities for health and safety are:

(Employees' include: Directors, Managers, Consultants and all administrative support staff)

- a) Adhering to company health and safety policy, procedures and arrangements.
- b) Co-operating with the management at all times in implementing and maintaining the health and safety policy and procedures.
- c) Working safely and in an efficient manner, having due regard for their own safety and that of others.

- d) Reporting to management and or the appointed safety representative of any accidents, incidents or unsafe conditions that might lead to an accident or incident. Co-operating with management in the investigation of accidents and or incidents.
- e) Work in accordance with the information and training provided and not undertake any task for which authorisation and/or training has not been given.
- f) Complying with statutory obligations, using all guards on machines and personal and protective equipment (PPE) issued to them if applicable.

3.0) PLANNING AND IMPLEMENTATION (Arrangements)

3.1) The following health and safety regulations have been identified as applicable but not limited to the company:

- The Health and safety at Work Act (HSWA)
- The Management of Health and Safety at Work Regulations (MHSW)
- The Provision and Use of Work Equipment Regulations (PUWER)
- The Manual Handling Operations Regulations (MHO)
- The Workplace Health, Safety and Welfare Regulations (WHSW)
- The Personal Protective Equipment at Work Regulations (PPE)
- The Display Screen Equipment Regulations (DSE)
- The Control of Substances Hazardous to Health Regulations (COSHH)
- The Electricity at Work Regulation (EAW)
- The Consultation with Employees Regulations
- The Control of Asbestos Regulations (CAWR)
- The Health and Safety-First Aid Regulations
- The (Regulatory Reform) Fire Safety Order Regulations (RRFSO)

3.2) HAZARD IDENTIFICATION AND RISK ASESMENTS

The company shall complete a survey of all activities undertaken with the objective of identifying significant hazards.

A risk assessment shall then be completed and recorded for **significant hazards** only. The company shall identify and categories any 'High to Medium' risk activities and shall ensure that appropriate action(s) are taken to eliminate the risk altogether and when this is not possible it must reduce the risk to the lowest possible level.

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Review of assessments shall be planned and completed as determined by the review date or earlier if required by accident investigation finding, change in work procedures or change in Legislation.

Managers/Supervisor are to seek consultation with employees in the risk assessment process & all risk assessments must be relayed to company employees associated with the task. Records of this must be maintained by the responsible Manager/Supervisor for the work/project.

3.3) METHOD STATEMENT – SAFE SYSTEM OF WORKS

The concept of the Method Statement is directly related to the objective laid down in the Health and Safety at Work Act, which requires the provisions and maintenance of plant and systems of work that are, so far as reasonably practicable, safe and without risk to health.

The safe systems of work are to be understood and communicated between all parties concerned in the work without ambiguities creeping in; it needs to be as simple as possible and in clear unmistakable English.

Method Statement must address three aspects of the work in addition to the activities that the Company has to perform.

- How the work will be organised to ensure the Safety of the Companies employees.
- How the work is to be carried out without putting employees of other Companies/Contractors at risk.
- Where appropriate, procedures will be adopted to protect visitors and members of the general public, where there is a direct interface between the work and the public.

The amount of detail to be included in a Method Statement will need to be specific to the complexity of the operations to be carried out.

3.4) HEALTH AND SAFETY REPRESENTATIVE

The company representative responsible for the administration of the health and safety documentation is the Health and Safety Manager.

To comply with The Management of Health and Safety at Work Regulations 7 'Health and Safety Assistance', the company will use the services of a consultancy Midland Safety Advice Services Ltd who shall advise and guide the Company on specific matters related to the health and safety management system.

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Coventry
CV7 7DY



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3.5) CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH)

Although substances hazardous to health are rarely used by the company it shall if deemed applicable, identify all hazardous substances that need to be controlled under the COSHH Regulations.

COSHH assessment shall consequently be completed for any hazardous substances identified and relayed to all concerned with the task.

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Where considered appropriate, the company shall ensure that alternative safer substances are sourced and used.

3.6) ELECTRICITY AT WORK

In accordance with The Electricity at Work Regulations and associated Guidance's and British Standards all 24-7 Recruitment Services employees and contractors working on electrical installation systems will be trained and competent as required by the aforementioned regulations. Details of training and registration will be maintained by the company.

The appointed Managers/Supervisors will assess the work at the planning stage and will ensure it is allocated to personnel with the appropriate training, experience and capability. If there are a number of people to work on the system, a site supervisor will be nominated to oversee and co-ordinate the work.

To comply with the Electricity at Work Regulations (EAW) the Company shall ensure all portable electrical appliances are properly tested before use annually or appropriate intervals thereafter. Records of inspection must be maintained by the Companies Health and Safety Representative.

Employees' must report any electrical faults immediately to their Supervisor or Health and Safety Representative. Faulty equipment must be removed from service and not be used.

Only qualified and authorised persons must carry out repairs to faulty electrical equipment.

3.7) CONTRACTORS' POLICY AND ARRANGEMENTS

Managers responsible for the selection of sub-contractors must ensure that sub-contractors selected to work for 24-7 Recruitment Services are competent to carry out their duties under the Health and Safety at Work Act and associated regulations and any special safety procedures that may be applicable to their particular type of work.

The control/organisation and satisfactory conduct of sub-contractors on a site is the responsibility of Managers & the site Supervisors. They should ensure that contractors are aware of the hazardous areas on site and should also ensure that contractors have appropriate personal protective equipment, such as hard hats, goggles and hearing protectors, available for their use.

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Contractors found to be disobeying Company safety rules, failing to make use of necessary Personal Protective Equipment, using defective or dangerous equipment or working with disregard to their own safety or that of others will be suspended/dismissed from the site.

To demonstrate its commitment to effective management of contractors the Company will, for all, works maintain the following records: -

- Information provided by the contractor as evidence of his competency in health and safety
- Contractor works specifications and method statements
- Records of all safety communications with the contractor
- Minutes of all meetings with the contractor or his representatives
- Copies of agreements enabling the use of scaffolding, etc. supplied and erected under other contracts
- Copies of any statutory inspection records, test certificates, etc. supplied by or to the contractor
- Copies of all risk assessments carried out by the contractor in compliance with the Management of Health & Safety and/or The Construction Design and Management Regulations
- Copies of Permits to Work (for monitoring compliance and implementation)
- Copies of all site safety audits carried out by the contractor's appointed competent person

All Sub-contractors acting on behalf of 24-7 Recruitment Services will be issued a copy of this policy and must comply with all rules and regulations contained therein. Additionally, the H&S Rules for Sub-contractors document must be signed for by the Sub-contractor's responsible person.

This document must be maintained by the Manager/Site Supervisor and filed in a documentation file.

3.8) HEALTH & SAFETY MEETINGS

The key objectives of the Health & Safety meetings are to ensure that:

- a) Employees' are consulted and involved in developing the company's health and safety policy and arrangements.
- b) Promote co-operation between the company and employees' in carrying out the arrangements stated in the health and safety policy.

A Director shall chair the meeting that will be attended by the nominated safety representative, management and when possible nominated employees' representative(s).

The safety committee will meet at planned intervals to review the effectiveness of the health and safety arrangements and to give feedback on all matters affecting health and safety of employees.

The matters reviewed, discussed and action(s) agreed shall be recorded. Such matters will include review of accidents, incidents or unsafe working practices and training requirements.

3.9) ACCIDENTS AND INCIDENTS

Accidents and incidents must be notified immediately to the Line Manager and in their absence to the nominated safety representative and or Health and Safety Manager.

A detailed accident report must be completed immediately and forwarded to the Health and Safety Manager.

When an accident or incident is reportable to the 'Health and Safety Executive (HSE)' under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)' the Manager or nominated safety representative shall ensure that a RIDDOR form (F2508) is completed and submitted to the HSE. This should be filled in online via the HSE website. Details of reportable incidents can also be found on this site.

The Manager/Supervisor shall ensure that an accident or incident is properly investigated and appropriate records maintained. The Manager and Supervisor shall ensure the appropriate preventive action(s) are initiated to prevent recurrence.

The H&S Manager will complete an independent investigation and report the findings to the Managing Director.

3.10) FIRST AID ARRANGEMENTS

The company shall ensure that first aid boxes are available and that these are properly stocked and replenished on a regular basis by an authorised person. All boxes will contain at least the minimum supplies, which are required under law.

Management shall ensure that first-aiders are trained and assigned to projects.

In the absence of first aiders' the company shall ensure that the injured person(s) is attended to immediately by the ambulance service or is taken to the nearest hospital.

3.11) FIRE EVACUATION PROCEDURE AND ARRANGEMENTS

The Head Office fire risk assessment and its procedure shall be brought to the attention of all office-based employees and be displayed on the office notice boards. Fire evacuation routes and muster points will be shown on the notice boards.

The Company shall provide appropriate training to appointed fire marshals.

In case of a fire all employees' and visitors must leave the premises immediately using the nearest 'Fire Exit' and meet up in the designated 'Fire Assembly Point' (FAP).

The appointed fire marshal shall call the fire services immediately and ensure that all employees' and visitors' have left the premises and are accounted for.

Under no circumstances shall an employee or visitor re-enter the building until it is safe to do so and instructed by the Fire Service.

Only trained employees shall be allowed to engage a fire using the correct fire extinguisher.

Fire extinguishers shall be checked at regular intervals by an approved BAFE appointed Contractor and weekly tests of the alarm system shall be carried out and recorded.

The Managers / Supervisor shall ensure that any exit, means of escape, fire warning device or equipment is maintained in an efficient working order.

Customers/Other Clients Fire/Emergency Procedures:

24-7 Recruitment Services Managers, Supervisors and employees must ensure they are familiarised with the site emergency procedures whilst on sites not under their control. i.e. Clients premises.

3.12) HEALTH SURVEILLANCE

24-7 Recruitment Services do not currently implement any health surveillance arrangements due to the nature of works carried out by the company and the limited exposure to activities/processes and substances likely to require health surveillance arrangements.

Upon identification of such requirements by 24-7 Recruitment Services or a third party the company will seek further guidance and advice in deciding for health surveillance.

3.13) EQUIPMENT MAINTENANCE, TESTING AND HIRE

24-7 Recruitment Services will only supply/hire equipment which is:

- suitable for the purpose for which it will be used
- used for the purpose for which it was designed

Equipment will be regularly checked and maintained by a competent person in accordance with statutory requirements and will be suitably identified and records of all inspection and repair will be kept.

Site supervisors / managers are responsible for ensuring inspections records and test certificates for work equipment are up to date and that these records are available for inspection.

Site operatives must visually inspect work equipment prior to use and report any un-inspected/tested, damaged or faulty equipment immediately to the site supervisor.

Only authorized personnel are allowed to repair equipment or to re-instate it to use following a fault or breakdown.

3.14) DISPLAY SCREEN EQUIPMENT (DSE)

24-7 Recruitment Services will undertake regular risk assessment and review of display screen equipment. Any corrective actions necessary to ensure the personal comfort and safety of users of equipment arising from these reviews will be prioritised according to their significance and the degree to which the "user" is affected.

A simple definition of a "user" of display screen equipment is if their work is more or less continuous on most days, i.e. word-processing, sales or order or accounts processing. However, others may qualify if the following apply:

- (a) The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results;
- (b) The individual has no discretion as to use or non-use of the display screen equipment;
- (c) The individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
- (d) The individual normally uses display screen equipment for continuous spells of an hour or more at a time;
- (e) The individual uses display screen equipment in this way more or less daily;
- (f) fast transfer of information between the user and screen is an important requirement of the job;
- (g) The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

3.15) PERSONAL PROTECTIVE EQUIPMENT (PPE)

Managers/Supervisors shall ensure that appropriate PPE is provided to employees' when the working conditions or task requires the use of such equipment.

When PPE is provided the company shall ensure that employees are trained in its proper use and maintenance.

Employees' shall be responsible for using the PPE as instructed and for reporting to the supervision any defects or problems identified with the equipment.

The Supervisor shall ensure that PPE provided is subject to regular checks.

It is the responsibility of the employee to ensure he/she has the correct and appropriate PPE when visiting client sites or projects.

3.16) WELFARE FACILITIES

The company shall ensure adequate welfare facilities are provided to employees' in accordance with The Workplace Health, Safety and Welfare Regulations.

The facilities shall include:

- Fire alarm & firefighting equipment.
- Industrial hygiene supplies.
- Trained first aiders.
- Adequate lighting, heating and ventilation.
- Adequate washing and sanitary facilities.
- Drinking water.

Where upon 24-7 Recruitment Services employees are site based it is the responsibility of the Manager/Supervisor to ensure these facilities are available and adequate and advise the aforementioned of any short falls.

Abuse of these facilities by any 24-7 Recruitment Services employee's or Sub-Contractors may result in disciplinary action.

3.17) TRAINING, INFORMATION AND COMMUNICATION

The Company shall ensure that all employees are made aware of the health and safety policy and arrangements and are properly instructed about:

- The duties they have to perform.
- The hazards and risks that might be present in particular operations.
- The effectiveness of safety devices, emergency systems and use of PPE if required.

Induction training shall be provided to new employees and shall cover the following arrangements in particular:

- Procedures in case of fire.
- First Aid arrangements.
- Accident and incident reporting.

The Managers/Supervisors shall ensure training needs for their working environment are identified, any short falls must be brought to the attention of the Managing Director where upon arrangements can be made for training or a change of personnel. Records must be updated when H&S related training is provided to employees.

Refresher training will be undertaken to keep all employees up to date with legislation and industry best practice.

The Managing Director and/or Managers shall ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to the employees.

3.18) VISITORS

Full details of emergency procedures shall be clearly indicated to visitors before entering the premises or site.

When an emergency arises, measures shall be taken by the host to ensure that visitors are accompanied to a place of safety and that they comply with the procedures. Visitors must be accounted for during emergencies and evacuation drills.

In the rare event that building works are being undertaken in the premises, visitors will be required to wear the appropriate PPE for the area they are entering.

3.19) ALCOHOL & DRUG MISUSE

Misuse of drugs and alcohol can constitute a criminal offence. Furthermore, misuse of these substances by employees and sub-contractors whilst at work, can seriously affect the safety of both colleagues and the individual concerned. In order to promote a safe working environment, 24-7 Recruitment is committed to:

- Identification at an early stage, of employees exhibiting problems potentially arising from the use or misuse of alcohol or drugs
- Continued monitoring of individuals using prescribed medication, which is known to affect individual judgment or performance, to ensure that suitable controls and/or supervision are provided
- Provision of support and guidance to employees known to be suffering from alcohol or drug related problems which are observed to be affecting their work. Where appropriate, this support will extend to referral of an individual to an appropriate diagnostic and treatment source.

3.20) DISCIPLINARY PROCEDURES

As part of ensuring that employees adhere to the safety rules and procedures established by the Company, the established disciplinary procedure will apply to health and safety at work matters.

Any employee, irrespective of seniority, failing to follow established safety standards and procedures will be liable to disciplinary action. This will include formal verbal warning, written warning, and other appropriate disciplinary measures. Records will be kept of all disciplinary warnings and the Health and Safety Representative together with the Human Resources Department are responsible for ensuring the correct and consistent application of disciplinary procedures to safety matters.

3.21) MANUAL HANDLING OPERATIONS

The company shall survey its operations to assess if there are any risks to health and safety of its employees who are involved in manual handling operations.

Manual handling operations will be avoided as far as reasonably practicable, if they are shown to be a hazard.

Managers/Supervisors will ensure that where it is not practicable to avoid manual handling operations which involve a risk to injury, then these risks will be reduced to the lowest level reasonably practical.

The company will take all steps necessary to ensure that employees are trained, instructed and informed of their own responsibility to make a full and proper use of any equipment provided to reduce or eliminate handling operations.

Employees involved in manual handling operations will make proper use of any personal protective equipment issued to them whilst conducting these tasks.

3.22) WORKING AT HEIGHT

In the office environment the probability of working at height is minimal, however in cases where this may arise in this building or on a customer's site or project, the regulations hierarchy will be observed at all times by the company whereby: -

- Work at height will be avoided where possible;
- Where work at height cannot be avoided work equipment and other measures will be used to prevent falls;
- Where the risk of a fall cannot be eliminated work equipment or other measures will be used to minimize the distance and consequences of a fall should one occur.

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All work at height will be properly planned and accompanied with detailed risk assessments and method statements.

All work at height will take account of the weather conditions and the environment of which the task is to be carried out.

All those involved in work at height will be trained where required and competent.

The place where work at height is to be done will be firstly and thereafter regularly inspected to ensure its continued safe condition.

Equipment for working at heights will be appropriately inspected, erected and dismantled by trained authorised personnel only.

3.23) ASBESTOS

The Company accepts the responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and others who may come under their jurisdiction or may be affected by their actions. This includes within the Head Office building, subsidiary buildings and customers sites or projects.

The Company fully understands the nature and ethics behind the requirements of the Control of Asbestos Regulations. All working practices will be formulated with due regard for the principles contained within these and all other relevant health and safety and waste control laws, regulations and guidance notes.

On sites / works known to contain asbestos, Managers must ensure they receive a copy of the asbestos register from the Client and along with the site supervisor relevant information from this document must be highlighted and relayed to site operatives.

The 24-7 Recruitment Services employees must report immediately to the company if at any time they are in doubt as to the composite of materials they are working in or around, works will cease until further investigations are carried out and conformation of the report issued to the company.

Asbestos registers will be stored for Head Office and all other subsidiary buildings managed by 24-7 Recruitment Services and kept by the Health & Safety Manager. These shall be made available to interested parties as required/requested.

3.25) LONE WORKING

Working alone is a risk which should be recognised by all management but not encouraged unless circumstances dictate. It is not of itself illegal; however, Management will ensure that the risks are assessed & reasonable measures are implemented to ensure the Health, Safety and Welfare of all such employees of the Company.

3.26) SMOKING POLICY

Purpose

This aim of this policy is to protect all employees, customers and visitors from exposure to second-hand smoke and to comply with current H&S legislation on Smoking.

The following policy has been agreed between 24-7 Recruitment Services and its employees.

Policy

It is the policy of 24-7 Recruitment that all workplace's and vehicles are smoke-free and all employees have a right to work in a smoke-free environment. The policy shall take immediate effect and be reviewed annually by The Managing Director.

Premises

Smoking is prohibited throughout the entire workplace with no exceptions.

Vehicles

All work vehicles will be smoke-free at all time.

Employer Duties

- To display No Smoking Signs as required by the legislation.
- To ensure employees, customers and visitors do not smoke in smoke-free places and vehicles.
- To investigate complaints regarding employees, customers and visitors smoking.
- To inform, consult and train employees on this policy.

Employee Duties

- To ensure that they or others do not interfere with no smoking signs.
- To comply with the Smoke-Free Policy.
- To ensure customers and visitors do not smoke in smoke-free places and vehicles.
- To report incidents of smoking in smoke-free areas and vehicles.

Visitor / Customer Duties

- Customers are not permitted to smoke in smoke-free areas or vehicles.

Help for those that smoke

This policy is not concerned with whether anyone smokes but where they smoke and how it affects others. Smokers wanting to quit should contact the local NHS smoker's helpline who can advise of local support services.

ENFORCEMENT OF THIS POLICY

Failure to comply with this policy will be dealt with through the company's disciplinary procedures. Visitors or members of the public who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the organisation. Be aware that, in addition to action taken under this policy, the local council may take legal action against individuals who smoke in smoke-free places or vehicles.

3.27) DRIVING AT WORK

1. General statement

It is our policy to take all reasonable steps to manage the health and safety of those staff that drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work-related driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from own-car drivers, as well as basic guidelines on driver health.

2. Legal position

We have a duty under the **Health and Safety at Work Act** to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work in order to control and manage any risks which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the **Management of Health and Safety at Work Regulations** (as amended). Where applicable, this policy is also based on the relevant provisions of the **Road Traffic Act**.

3. Procedures

In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by staff at all times and are as follows:

Where a fleet or company vehicle is provided, employees must always report any suspected vehicle defects to the Fleet Administrator.

- In the event that a defect is suspected, staff should never take a risk and attempt to drive a vehicle.
- If an employee uses their own vehicle, they will be required to maintain it in a roadworthy condition and provide evidence of maintenance records when requested.
- Before embarking on a long journey, employees should always carry out basic checks, e.g. to check oil, water levels and tyre pressure.
- Staff should follow any advice given on route-planning. They should also ensure that: sufficient breaks are built-in to prevent fatigue and allow for any bad weather or traffic congestion etc.
- Hand-held mobile phones should never be used whilst driving and calls should only be made or taken when it's safe to do so.
- Staff should always drive within speed limits and according to the prevailing weather conditions.
- Before driving, staff should familiarise themselves with the procedure to follow in the event of a breakdown.

4. Documentation

In order for us to comply with our legal duties, we will require those using their own vehicles to produce basic documentation. Where this is necessary the line manager or Fleet Administrator will take responsibility for checking the following on an annual basis:

- Driving Licence Check Agreement.
- Driver Risk Assessment Questionnaire.
- Drivers Licence Check Code Go to <https://www.gov.uk/view-driving-licence>
- If the car is more than three years old, the current MOT certificate.
- Insurance documents.

5. Employee duties

Section 7 of the HSWA also places a responsibility on employees to assist us in complying with our legal duties. They are also required to be mindful of their own health and safety and that of others who may be affected by their activities. To this end, employees are expected to follow the procedures laid down in this policy and to:

- Keep their insurance up-to-date if using their own vehicle. Ensure the insurance is valid for commuting and business travel where applicable
- Make available copies of the above documents annually when requested to do so.
- Inform the designated manager of any changes in circumstances, e.g. penalty points or a new vehicle.
- Have regular eye tests and ensure that any necessary glasses for driving are worn.
- Read any updates that we may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for work.

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On no account must an employee use their own vehicle in connection with business without the appropriate documented insurance. Employees wishing to discuss the cost implications of any additional insurance can contact The Human Resources Department.

6. Ill-health and driving.

Employees are responsible for ensuring that they are physically fit to drive. Should this change, their line manager must be informed as soon as possible. During any long-term leave from work (in excess of the specified paid sickness leave) the company vehicle will need to be returned to the companies' premises. Drivers should also remember that some prescription drugs can cause drowsiness and affect their ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving, even short distances. As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise us of any family history of DVT, or if they have ever experienced problems with blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

7. Insurance.

There will be a company excess value that must be paid for each and every claim made for damage to each vehicle, in the event that the driver is responsible through negligence for the damage to the car a sum of excess will be required from the driver towards this excess value.

8. Smoking.

The company operates a no smoking policy in all company cars, smoking in cars significantly de-values the car re-sale value, failure to comply with this rule could result in disciplinary action and a claim from the company for the loss of residual value.

9. Company Driver.

The company allows one nominated driver. This can be a spouse, partner or member of the authorised driver's family. The nominated driver must provide the completed driver assessment forms and supply a copy of their driving licence to the Fleet Administrator where authorisation will be granted.

10. Accident Reporting.

All accidents / incidents must be reported on the Accident Form provided by the Company. Contact the Head of Transport if the damage is minor and the vehicles can be moved.

11. Windscreen Damage.

Chips or cracks in the windscreen must be reported to the Transport Manager so repairs can be carried out to avoid further damage. For replacement windscreens contact the Transport Manager who will make the necessary arrangements.

12. Breakdowns.

In the event of a breakdown contact the Transport Manager who will advise.

13. General care of car.

Please avoid parking too close to other parked vehicles to prevent damage from opening doors, also avoid parking on narrow roads where passing vehicles could damage wing mirrors and the side of the car. Always assess the area where the car is parked for security to avoid theft, always park in well-lit areas at night time. DO NOT leave laptop computers or valuable equipment in the vehicle when un-attended. Personal items are NOT insured under the company insurance.

14. Servicing.

You are required to check your mileage on a regular basis to ensure each service is carried out (this can be found in the Service History Book). To book a service contact the Transport Manager.

15. Vehicle Loads

Drivers are also responsible to ensure that all loads and tools/equipment are placed and secured in the correct storage location (not on passenger seats/foot wells/or the use of seat belts etc.)

16. Use of Own Vehicle

Staff must not use their own vehicles for work purposes unless they are fully insured for business use and the vehicle is fit & adequate for business uses & then it must be approved to be used by their line manager first.

3.28) MOBILE PHONE

Policy

The Company instructs that drivers of company/private cars who are on Company Business do **not** use hand held Mobile Phones while driving. The use of hand-held Mobile Phones, for any reason, whilst driving is **not** a requirement of the Company for any employee. Page | 24

Where drivers may on occasion be required to respond to mobile phone calls, the Company will provide nominated individuals Hands Free Kits. Drivers are discouraged from making outgoing calls from Hands Free Phones except in an emergency. Incoming calls should only be answered when safe to do so and should be kept to as short duration as possible. Wherever possible, drivers are encouraged to stop the car in a safe place (not on the hard shoulder) and respond to calls if necessary.

Hands Free Kits

Hands free Kits will be issued to the nominated employees who, by the nature of their employment, need to be contacted quickly and/or make frequent visits to other projects/sites where the company may be working.

Reviews

This policy will be reviewed at least annually to ensure conformance with legislation and to protect the Health and Safety of the Company's employees so far as is reasonably practicable.

Employees who are found to have breached this instruction may face disciplinary action.

3.29) EQUAL OPPORTUNITIES

24-7 Recruitment Services is committed to ensuring that the company and its team members comply with all statutory obligations in relation to employment and diversity **promoting** equal opportunities throughout.

This policy sets out our approach to equal opportunities and the avoidance of discrimination within the company's organisation. It applies to all aspects of work with us, including recruitment, pay and conditions, training, conduct at work and on site, disciplinary and grievance procedures, and termination of employment or contract.

Team members must not unlawfully discriminate against or harass other people including current and former employees, job applicants, contractors, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts) and on site. The following forms of discrimination are prohibited under this policy and are unlawful:

- a) Direct discrimination:** treating someone less favourably because of a Protected Characteristic.
- b) Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic in more ways than others, and is not justified.
- c) Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
- d) Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination, work practices or harassment.
- e) Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

Breaches of this policy

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure for all team members. Serious cases of deliberate discrimination may amount to gross misconduct or fundamental breach of contract resulting in dismissal or the cancellation of a contract. If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Anti-harassment and Bullying Policy. Complaints will be treated in confidence and investigated as appropriate.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with.

4.0) MEASURING AND REVIEW OF H&S PERFORMANCE

The Company shall review the performance of the health and safety management system at planned intervals to ensure its continuing suitability and effectiveness. The results of health and safety audits and accident book entries shall be considered during the review process.

The review can be completed when the health and safety policy is revised and or as a consequence of an accident and or incident.

5.0) HEALTH AND SAFETY AUDITS

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

The findings and results of the safety audits shall be recorded.

When the safety audit identifies deficiencies in the H&S policy and arrangements, the Company shall ensure the appropriate corrective action is taken and the policy/arrangements revised accordingly.