



## HEALTH AND SAFETY POLICY

### 1 ABOUT THIS POLICY

1.1 This policy sets out our arrangements for ensuring we meet our health and safety obligations to staff.

1.2 This policy applies to staff who work on assignment at premises of our Clients, and not on our own premises; a separate health and safety policy applies to in-house staff and anyone visiting our own premises or otherwise affected by our work.

1.3 The directors have overall responsibility for health and safety and the operation of this policy.

1.4 Where this policy places a responsibility on the Client at whose premises you are for the time being assigned, and you have a concern about the Client's compliance with such responsibility, or where you have concerns about the Client's compliance with its own health and safety policies, you must also tell any one of our directors as soon as possible.

1.5 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

### 2 YOUR RESPONSIBILITIES

2.1 All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

2.2 You should report any health and safety concerns immediately to your line manager at the Client to whom you are for the time being assigned; you may also report it to any one of our directors.

2.3 You must co-operate with managers (including managers of the Client to whom you are for the time being assigned) on health and safety matters, including the investigation of any incident.

2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

### 3 INFORMATION AND CONSULTATION

3.1 We will inform and consult with all potentially affected staff regarding health and safety matters.



## 4 TRAINING

4.1 Adequate training and supervision to perform your work competently and safely will generally be given by appropriate personnel at the premises of the Client to whom you are for the time being assigned.

4.2 Such training should include a health and safety induction and with appropriate safety training, including (where applicable), manual handling, control of substances hazardous to health (COSHH), working at height, asbestos awareness, gas safety, electrical safety and the use of personal protective equipment (PPE).

4.3 If you have any concerns about the training you are given or expect to be given by the Client at whose premises you are for the time being assigned, you should raise them with any one of our directors.

## 5 EQUIPMENT

5.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager at the Client to whom you are for the time being assigned. Do not attempt to repair equipment unless trained to do so.

## 6 ACCIDENTS AND FIRST AID

6.1 Details of first aid facilities and the names of trained first aiders will be displayed on the notice boards or otherwise publicised on the premises of the Client to whom you are for the time being assigned.

6.2 All accidents and injuries at work, however minor, should be

- (i) reported to the appropriate person at the Client to whom you are for the time being assigned and recorded in the Client's Accident Book; and
- (ii) reported to any one of our directors and recorded in our own Accident Book (which is kept at our head office).

## 7 FIRE SAFETY

7.1 You should familiarise themselves with the fire safety instructions applicable to the premises of the Client to whom you are for the time being assigned, which will be displayed on notice boards and near fire exits in the workplace.

7.2 If you hear a fire alarm, you must comply with the requirements applicable at the premises on which you are working. Generally, these requirements will be to leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices, or to the applicable Fire Assembly Point. If the Client gives other instructions, you should follow those instead.

7.3 Fire drills will be held periodically and must be taken seriously. You should also expect that the Client to whom you are for the time being assigned will carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.



## 8 RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

8.1 The Client to whom you are for the time being assigned is expected to carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of their activities, and to identify any measures that need to be taken to control those risks.

## 9 COMPUTERS AND DISPLAY SCREEN EQUIPMENT

9.1 If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.

9.2 Further information on workstation assessments, eye tests and the use of DSE can be obtained from your line manager at the Client to whom you are for the time being assigned, and from a director.