
Health & Safety Policy



HEALTH & SAFETY POLICY STATEMENT

The following is a statement of the Company's General Health & Safety Policy in accordance with section 2 of the Health and Safety at Work etc Act 1974.

It is the policy of Link 2 Recruit Ltd to ensure so far as is reasonably practicable the Health, Safety and Welfare of all of the employees working for the Company or other persons who may be affected by our undertakings.

Link 2 Recruit Ltd acknowledges that the key to successful Health & Safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To sustain that commitment we will continually measure, monitor and revise where necessary an annual plan to ensure that Health and Safety standards are adequate.

The Management will implement the Company's Health and Safety Policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. The Company recognises that successful Health and Safety Management contributes to successful business performance and will allocate adequate finances and resources accordingly.

The management of Link 2 Recruit Ltd looks upon the promotion of Health and Safety measures as a mutual objective for themselves and their employees at all levels. It is therefore; the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also the Company aims to protect everyone, including the public, insofar as they come into contact with the Company or its activities, from any foreseeable hazard and danger.

All employees have duties under the Health & Safety at Work etc. Act 1974 and they are informed of their personal responsibilities to take due care for the Health & Safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the Company in order that it can comply with the legal requirements placed upon it and in the implementation of this Policy.

The Company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Company will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

The Company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

The Company regards all Health and Safety Legislation as the minimum standard and expects management to achieve their managerial targets without compromising Health and Safety.

A signed copy of the company's statement is located on the general notice board.

EMPLOYERS RESPONSIBILITIES

Under the Health and Safety at Work etc. Act 1974 all employers who employ five or more people must compile a Health and Safety Policy.

The policy document must consist of three areas as outlined below:

- Statement of Intent.
- Details of the Organisation.
- Details of Arrangements.

The management of Link 2 Recruit Ltd has a duty under the Health and Safety at Work etc Act 1974 Section 2(1), so far as is reasonably practicable, to look after the health, safety, and welfare of all their employees and any other person who may be affected by the work activities.

The duty refers to casual workers, part-timers, trainees, visitors, and sub-contractors who may be in your workplace or using equipment provided by the Company. Consideration must also be given to your neighbours and the general public.

It is necessary for all employers to decide what action in terms of Health and Safety is required under their own particular circumstances. To ensure this is undertaken the employer must:

- Assess any risks to workers Health and Safety.
- Provide safe machinery, equipment, and tools that are suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Ensure adequate training and information is given to all employees regardless of their position within the Company.
- Ensure provisions are in place to guarantee that articles and substances are handled and stored in a proper manner.

The Health and Safety at Work etc. Act 1974 supports various Regulations and Codes of Practice, which are required to be followed. One such Regulation is the Management of Health & Safety at Work Regulations. This regulation imposes specific duties on employers to:

- Carry out Risk Assessments relevant to all work activities and bring the findings to the attention of employees.
 - Provide health surveillance to employees where it is deemed necessary by the Risk Assessments.
 - Appoint competent persons to help comply with Health and Safety law.
 - Provide employees with suitable training and information in clear and concise terms.
 - Provide Health and Safety information and training to temporary workers and outside persons who may be working on the Company site.
 - Co-operate with other employers who may share the Company's work site.
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EMPLOYEES RESPONSIBILITIES

The Health and Safety at Work etc. Act 1974 lays down two main sections with which employees are required to comply.

Every employee working for Link 2 Recruit Ltd has a duty of care under the Health and Safety at Work etc. Act 1974 Section 7 to take reasonable care of himself and any other person who may be affected by their actions.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of Health and Safety law is adhered to.

Employees are obliged to:

- Always follow Safety Rules, avoid improvisation, and comply with the Health and Safety Policy.
- Do not perform work that you are not qualified to undertake.
- Always store materials, equipment and tools in a safe manner.
- Never block emergency escape routes.
- Always practice safe working procedures, refrain from horseplay, and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform the Appointed Person of all accidents that occur.
- In addition to the above, Section 8 states that under no circumstances must employees purposely interfere or misuse anything provided in the interest of safety or welfare such as guards, signs, or fire fighting equipment.
- The Management of Health and Safety at Work Regulations require all employees to: -
- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

INFORMATION FOR EMPLOYEES

Information regarding health and safety law is provided in a number of ways and are as follows:

- A company employee's safety handbook is provided and is available for all employees to read as necessary.
- The approved poster "Health and Safety Law – What You Should Know" is displayed in the staff cabin. This poster will always be kept in a legible condition with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces.
- General safety awareness posters are displayed around the premises along with any specific safety rules that are required to be followed.
- Management and employees have access to the health and safety general policy that contains all relevant information with regard to recording and monitoring.



SAFETY INSTRUCTIONS

Electricity

WE ALL KNOW ELECTRICITY CAN KILL!

Always visibly inspect electrical equipment prior to use to ensure the item is safe. If electrical equipment is damaged report it immediately. Under no circumstances tamper with the electrical apparatus unless you are competent and authorised to do so.

Do not:

- Leave cables where they can get damaged, wet, or pulled out of their connection.
- Lift, pull, lower, or carry electrical equipment by the electric wire.
- Misuse electricity or electrical equipment.
- Run power tools from any lighting circuit.
- Force a plug into a wrong socket or jam wires into sockets.
- Always keep switchboards and main electrical panels clear of obstructions at all times.

FIRE

People's lives and livelihood are at risk when a fire starts. Fire prevention is critical in all organisations. Never smoke in No Smoking Areas and always ensure smoking material is extinguished before being disposed of.

Do not:

Overload any electrical socket or cable.

Allow combustible materials to accumulate in corners and/or under benches.

You can help the Company reduce the risk of fire by:

- Reporting all defective electrical equipment.
- Reporting the misuse of heating appliances.
- Reporting any leaking flammable liquid.
- Reporting of any damaged fire safety equipment.
- Extinguishing small fires on discovery. The first few seconds are critical.

It is important that you familiarise yourself with the Company's fire precautions TODAY. This means knowing how to raise the alarm, where all the fire appliances are located and the emergency escape routes.

SAFETY SIGNS

It is important that you take notice of all warning signs at work. They have been installed for your safety.

All safety signs are colour coded and each colour has a meaning:

- Circular red signs indicate **PROHIBITED**. Red is also used to show the position of fire fighting equipment or no smoking.
 - Blue signs indicate that it is **MANDATORY** to carry out an action such as wearing of personal protective equipment.
 - Yellow and black gives the **WARNING** of a Hazard.
 - Green signs identify or locate safety equipment as well as marking emergency escape routes.
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PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where risks cannot be controlled by any other means, then personal protective equipment must be provided. Wherever equipment is required to be worn safety signs will be displayed.

All personal protective equipment or clothing should:

- Fit correctly.
- Be comfortable and fully adjustable where required.
- Be compatible with any other personal protective equipment that is required to be worn, e.g. safety glasses and ear defenders.
- Before any employee is issued with personal protective equipment they will be instructed on the following points: -
- The importance of wearing the equipment, and how to wear the safety equipment correctly.
- How to maintain and clean the equipment correctly.

It is important to report all defects, damage, or loss immediately to ensure the item is repaired or replaced.

DISCIPLINARY PROCEDURES

Please note that you will be subjected to disciplinary action and may be dismissed if after an investigation you are believed to have acted in the following way.

- Deliberately breaking any of the above safety instructions.
- Removed or misused of any piece of equipment, labels, sign or warning device which is provided by the company (or its agents) for the protection and safety of its employees.
- Use of a naked flame in no smoking areas.
- Failed to follow the laid down procedure for the use of:
- Flammable or hazardous substances.
- Toxic Materials.
- Items of lifting equipment.
- Behaved in any manner that could lead to accidents including practical jokes etc.
- Undertook any action that may interfere with an accident investigation.

Please remember that safety does not stop when you leave work. Tools that are used at work will be equally as dangerous when used at home if not used properly.

FIRE PROCEDURE – PERSON DISCOVERING FIRE

Upon discovery of a fire, telephone the emergency services by selecting a line and dialling 999.

When the exchange operator answers, ask for the FIRE SERVICE.

When connected to the Fire Service state slowly and distinctly:

“This is Link 2 Recruit Ltd and we have a fire.” State the location of where you are working clearly to the operator.

DO NOT replace the receiver until this information has been correctly acknowledged.

Notify the senior person present that you have called the Fire Service.

Evacuate the premises quickly in an orderly manner aiding any colleague who may be in difficulty.

DO NOT re-enter the building until told to do so by the Senior Fire Officer.

Link 2 Recruit Ltd will ensure that all first aid kits that are provided are fully stocked at all times and will only contain items that the First Aider has been trained to use, therefore they will not contain any medication such as creams, lotions or drugs.

Link 2 Recruit Ltd are committed to ensuring that adequate numbers of trained First Aiders are available at all times to deal with any accidents and injuries that occur.

The management will ensure that:

- Employees are familiar with the identity and location of the nearest trained First Aider and the location of the first aid kit.
- The first aid kit is easily accessible at all times.
- Professional medical assistance is summoned where necessary.
- All relevant details are recorded in the accident book

The names of the First Aiders can be found on the first aid notices, which are displayed in prominent locations around the company's premises.

If medical treatment is required dial 999 and ask the emergency services to send an ambulance, giving the address and the nature of the injury. If necessary post a look out for the ambulance and crew so that they can be directed to the casualty quickly.

The contents of the first aid kits will be checked and replaced as required by the company's First Aid Supervisor.

ACCIDENT REPORTING PROCEDURE

ALL accidents, no matter how small, are required to be reported. Even a scratch can become serious if not properly treated so it is important that you carry out the following procedure: -
Seek medical attention from the Company's First Aider or Appointed Person.

Ensure the details are recorded in the Accident Book.

The Company First Aiders are as designated on the First Aid Poster.

The Company First Aid Kits can be located as designated on first aid cards.

After all accidents, details must be recorded in the Company Accident Book.

TRAINING

All employees have a legal responsibility to take reasonable care of themselves and others who may be affected by their acts and omissions. Employees must also co-operate with the organisation in relation to all training aspects and will be expected to attend any training courses that are provided.

It is company policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure that Link 2 Recruit Ltd complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the organisation's undertakings.

Management will ensure that all new employees undertake a thorough induction course on the first day of employment that will include all relevant health and safety issues.

Department heads and Supervisors are responsible for the health and safety training of all employees in areas under their control. They are also responsible for the induction of existing employees who are transferred into other departments.

All health and safety training will be undertaken as far as possible during working hours.

All training will be recorded, signed by the employee and trainer and will be retained on each individual employee's personal file for future reference.

HAZARD REPORTING

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations both state that employer and employees have a legal duty to inform persons of hazards within the workplace. The Management informs employees by means of risk assessments, training and documentation. The employees inform management by means of safety representatives or verbal and written communication.

To encourage safety awareness in the workplace a hazard reporting system is provided to ensure that all members of the workforce have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified it must be reported immediately to your immediate supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

