



Health & Safety Policy

1. Introduction

- 1.1 HP4 Recruitment (“the Company”) recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including the responsibility to:
 - 1.1.1 Provide and maintain a safe and healthy place of work
 - 1.1.2 Provide adequate information, instruction, training and supervision
 - 1.1.3 Provide and maintain plant and equipment and safe systems of work
 - 1.1.4 Ensure safe access to and from the places of work
 - 1.1.5 Work to prevent accidents and work related ill health

2. General Health and Safety

- 2.1 The overall responsibility for health and safety lies with the Managing Director – Simon Bedlow. Nikki McQueeney – Health & Safety Consultant has day-to-day responsibility for managing health and safety.
- 2.2 The Management are committed to achieving the highest standards of health and safety throughout the Company.
- 2.3 The Management are also committed to complying with the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to the Company’s work activities.
- 2.4 The Management team will ensure that assessments of all areas of work activities are carried out regularly, in order to identify hazards and work to prevent instances of injury, disease and dangerous occurrences arising.
- 2.5 The Management are also committed to ensuring that the work done by the Company does not adversely affect the health and safety of any contractors or of members of the public.
- 2.6 The Management are fully committed to providing safe and healthy working conditions and adequate welfare facilities for all employees.
- 2.7 The Company will strive to maintain excellence in health and safety matters and in this respect, employees and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risks, which may exist during work activities, and to report any condition, which may appear dangerous or unsatisfactory. The Company will at all times consult with the employees on these matters.
- 2.8 The Senior Management will, so far as reasonably practicable, ensure that the Company provides adequate financial resources to meet these objectives.
- 2.9 Copies of this policy are to be available to all Company employees and other interested parties.



3. **Directors Duties:**

- 3.1 The Directors will have at least basic knowledge and understanding of the Health and Safety at Work etc Act 1974 and its associated Regulations and Approved Codes of Practice.
- 3.2 It will be the responsibility of all the Director to keep all employees advised as to their responsibilities in respect of health and safety matters.
- 3.3 In order to protect the safety and health of employees and others affected by the Company's operations, the Director will:
 - 3.3.1 Take reasonable steps to familiarise themselves with the hazards and risks associated with working at the Company and with the precautions which need to be taken to eliminate or control those risks.
 - 3.3.2 Establish procedures to deal with any emergencies.
 - 3.3.3 Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.
 - 3.3.4 Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to employees, take into account their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
 - 3.3.5 Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees and contractors working on behalf of the Company.
 - 3.3.6 Ensure that all employees carry out the health and safety responsibilities allocated to them.
 - 3.3.7 Ensure the safety performance of the Company is monitored and take action to remedy any identified deficiencies.
 - 3.3.8 Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
 - 3.3.9 Ensure that all necessary PPE is provided to employees, and that instruction is given on its use.

4. **Designated Health & Safety Person's Duties:**

- 4.1 To ensure that all the Company Director/Partners, Supervisors and Staff are aware of their individual Health and Safety responsibilities.
- 4.2 To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- 4.3 To inform the Health and Safety Executive of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of



preventing re-occurrence.

- 4.4 To arrange appropriate training for all employees.
- 4.5 To create and maintain a Training Matrix for all staff.
- 4.6 To ensure that Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc) are carried out as needed.
- 4.7 To ensure follow up action as needed.
- 4.8 To promote an interest and responsible attitude towards Health and Safety matters throughout the Company.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name: Simon Bedlow

Position: Director

Date: 6th January 2025

Signature: *S Bedlow*



HP4 Recruitment Health & Safety Legislation Register

Regulation	Duty on HP4 Recruitment	Compliance to Legal Requirement
Construction (Design and Management) Regulations 2015	To ensure the placement of competent resources to clients involved in works under CDM 2015.	<p>HP4 Recruitment is a resource “supply only” company and is not a duty holder as described within the regulations.</p> <p>With regards to the CDM Regulations 2015 (as described in paragraphs 215-217 within ACOP L144, HP4 Recruitment shall use the two-stage process for the supply of resource to the client(s).</p>
Disability Discrimination Act 1995, as amended (2005) (Equality Act 2010)	Requires employers to ensure disabled people are not discriminated against on the basis of their disabilities if they can still perform the work just as well as a person who is not regarded as “disabled”. Also requires business to ensure adequate access is levels are given to disabled people (e.g. wheelchair access, lifts, audio-visual aids, etc.)	Ensure interviewing does not discriminate against disabled people (e.g. only typing at a computer terminal does not need someone to be able to walk). If disabled people are employed, ensure there is adequate access for them to their place of work and at their place of work to facilities (e.g. canteen, toilet etc.) by carrying out assessments and implementing the action points.
Electricity at Work Regulations 1989	Require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.	All electrical equipment to be correctly maintained (tested by NICEIC qualified electrician and PAT testing). Staff to be given toolbox talks on safe working practices (e.g. not laying cables in water, not to



		use damaged cables)
Employers Liability (Compulsory Insurance) Act 1969	Requires employers to have insurance in case they are sued for injuries caused to their employees (or becoming ill) through the work they are doing.	Ensure the insuring company is registered under Financial Services and Markets Act 2000. The insurance amount should be £5million or more. Ensure toolbox talks and risk assessments are done to keep injuries and claims to a minimum.
Gas Safety (Installation and Use) Regulations 1998 as amended in 2018	They cover requirements for the safe installation and maintenance of gas appliances, flues, meters and pipework etc. Landlords and letting agents should be aware both of the general provisions in the Regulations (e.g. concerning installation of all new gas pipework and appliances) as well as specific provisions relating to rented property. The duties under these Regulations supplement general safety requirements under HSWA.	Ensure all gas work is carried out by a Gas Safe (formerly CORGI) registered gas installer and an official safe-use certificate obtained before use. Periodically, have boilers and other appliances checked to ensure efficient operation both from a H&S and environmental point of view.
Health & Safety (Safety Signs and Signals) Regulations 1996	The purpose of the Directive is to encourage the standardisation of safety signs throughout the member states of the European Union so that safety signs, wherever they are seen, have the same meaning. The Regulations cover various means of communicating health and safety information. These include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms), spoken communication and the marking of pipework containing dangerous	Place specific safety signs whenever there is a risk that has not been avoided or controlled by other means, (e.g. by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, the legislation does not make it mandatory to provide a sign).



	<p>substances. These are in addition to traditional signboards such as prohibition and warning signs. Fire safety signs (i.e. signs for fire exits and fire-fighting equipment) are also covered.</p>	
<p>Health & Safety at Work etc. Act 1974</p>	<p>To ensure so far as reasonably practicable (SFARP) the health safety and welfare of employees.</p> <p>To ensure SFARP that, non-employees who may be affected by FastTrack's undertakings are not exposed to risks to their health and safety.</p> <p>To prepare, maintain and implement a written general policy for health and safety, and communicate it to employees. It requires employers to provide a workplace that is safe and healthy. This also means companies need to make sure employees do not suffer from illnesses caused by work related stress.</p>	<p>Health and Safety Policy Manual:</p> <ul style="list-style-type: none"> - Health and Safety Policy Statement; - Organisation Roles and Responsibilities; - General Arrangements. <p>Health and safety management system briefings by Health and Safety Manager, Line Managers and Team Leaders. Carry out necessary risk assessments and ensure staff are aware of early signs and that an occupational psychologist is consulted, if necessary.</p>
<p>Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)</p>	<p>Set out requirements for work with Visual Display Units (VDUs). Sets out requirements to prevent injury or ill health through the use of display screen equipment. That includes any alphanumeric or graphic display, regardless of the display process involved. Identify display screen 'users' as described in the guidance on regulations, and thereafter:</p> <ul style="list-style-type: none"> • Conduct a suitable and sufficient assessment of 	<p>Ensure appropriate risk assessments for workstations carried out, especially within offices to ensure correct positioning of VDUs (e.g. tilt, swivel, glare) Assessments to be reviewed in the light of change (equipment, relocation etc.).</p>

	<p>workstations used by 'users';</p> <ul style="list-style-type: none"> • Implement measures to reduce risks identified in the assessment, to the lowest level reasonably practicable; • Ensure all workstations meet specified requirements; • Provide appropriate eye tests for users on request, and provide any corrective appliances prescribed as a result 	
Health and Safety (First Aid) Regulations 1981	Cover requirements for first aid.	Staff trained in first aid to be provided on site at all times. Adequate cover to be facilitated by training staff to cover for absenteeism and holidays. Trained first-aider to be displayed on notice boards with contact details in case of an emergency.
Management of Health and Safety at Work Regulations 1999	Requires employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.	Ensure H&S risk assessments are carried out at the start of every project and at significant phase changes. On-going evaluations and check to be carried out to ensure compliance and effectiveness of controls implemented. Adequate training to be provided to all relevant staff before commencement of work.
Manual Handling Operations Regulations MHOR 1992 (as amended 2002)	The regulations give health and safety requirements for the manual handling of loads where there is a risk particularly of back injury to workers. The regulation requires, if possible, the elimination of manual handling. If this is not possible to reduce the risk of injury to those	Try to minimise manual handling operations as much as possible. Ensure all staff who are likely to be involved with manual handling are given adequate training and, if necessary, refresher training.



	employees arising out of their undertaking any such manual handling operations to the lowest level reasonably practicable	
Personal Protective Equipment at Work Regulations 1992 as amended in 2002	Require employers to provide appropriate protective clothing and equipment for their employees. To provide suitable PPE wherever there are risks to health and safety that cannot be adequately controlled in other ways. To take reasonable measures to ensure that PPE is worn by employees in all circumstances where it is required.	Ensure all PPE/RPE (hard hats, gloves, glasses, ear defenders, high-visibility jackets etc.) made available to employees free of charge. Train staff to check their PPE/RPE before use. Supervisors to check sites to ensure all employees are wearing appropriate PPE/RPE.
Provision and Use of Work Equipment Regulations 1998	To ensure that all equipment provided for use at work is: <ul style="list-style-type: none"> • Suitable for the intended purpose; • Maintained in good working order • Inspected as specified (certain circumstances only) • Only used by people who have received adequate information, instruction and training. 	The vehicle fleet and power tools are serviced and maintained, hired equipment maintained by hire companies; Vehicles undergo mandatory testing where applicable; Daily inspections of vehicles by drivers; Defect reporting applies to all other equipment; Unsafe equipment removed from use pending repair / replacement.
Regulatory Reform (Fire Safety) Order 2005	The order calls for the 'responsible person' to carry out fire risk assessments. The assessment will assess the need for appropriate fire fighting equipment, fire detectors and	Responsible person to carry out fire risk assessments. Check that the Landlords are carrying out the necessary risk assessments. Fire

	<p>alarms The assessment will be used to develop emergency arrangements to protect persons in the event of fire The assessment may include details regarding maintenance of fire fighting equipment, alarms, escape routes and exits, emergency lighting etc.</p>	<p>extinguishers to be checked by a competent firm. Ensure fire-drills are done to familiarise staff with evacuations procedures. Display fire evacuation plans. The fire wardens to be displayed on notice boards to ensure employees are aware of their identity.</p>
<p>Reporting of Injuries, Diseases and Dangerous Occurrences (amendment) Regulations 2013 (RIDDOR)</p>	<p>Requires employers to notify certain occupational injuries, diseases and dangerous events.</p>	<p>Deaths are to be notified immediately by telephone and then followed by a written report. Over 7-day injuries must also be notified in writing (or via internet). Reportable diseases diagnosed and notified by doctors must also be reported. Keep copies of report.</p>
<p>Safety Representative's and Safety Committee's Regulations 1977 Health & Safety (Consultation with Employees) Regulations 1996</p>	<p>The Regulations require employers to consult either their employees directly or representatives elected by their employees regarding H&S matters.</p>	<p>Establish a H&S committee and ensure H&S matters are brought to the attention of the workforce and agreed with them in good time before proceeding. The issues to discuss should include:</p> <ul style="list-style-type: none"> a) Concerns about possible risks and dangerous events in the workplace that may affect the employees b) General matters affecting the health and safety of the employees



<p>Working Time Regulations 1998 Working Time Regulations 1999 Minor amendments to the 1998 regulations in respect of requirements on employers of employees who elect to 'opt out'. Working Time Regulations 1998 (Amendment) Regulations 2007</p>	<p>Imposes obligations on employers in respect of employee's working hours. For every employee, to ensure compliance with limits set out in these regulations in respect of:</p> <ul style="list-style-type: none"> • Average weekly working time; • Average normal hours of night workers • Rest breaks • Rest periods <p>Keep records of hours worked.</p>	<p>Working hours are recorded for monthly and weekly paid employees.</p> <p>Line managers are responsible for ensuring hours worked by individuals comply with these regulations.</p>
<p>Workplace (Health, Safety and Welfare) Regulations 1992</p>	<p>Covers a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.</p>	<p>Ensure adequate site welfare facilities in place. Ensure office environment is appropriate to working conditions. Ensure staff health checks are carried out.</p>