

SERPLY RECRUITMENT LTD

HEALTH & SAFETY POLICY

1. POLICY STATEMENT

Serply Recruitment Ltd (“the Company”) is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees, Temporary Workers, clients, contractors, and any other persons who may be affected by its activities.

The Company operates in accordance with the Health and Safety at Work etc. Act 1974 and all relevant statutory provisions, regulations, and approved codes of practice.

As a recruitment business supplying Temporary Workers to third-party clients, the Company recognises its duty to ensure that all reasonable steps are taken to assess and manage risks associated with assignments.

The Company is committed to:

- Providing safe systems of work
- Ensuring appropriate training and information is provided
- Assessing client environments prior to worker supply
- Promoting a positive health and safety culture

2. SCOPE

This policy applies to:

- All employees of the Company
- All Temporary Workers supplied to clients
- All business activities, including office-based and client site operations

3. RESPONSIBILITIES

3.1 Company Directors

The Directors have overall responsibility for:

- Ensuring compliance with health and safety legislation
- Providing adequate resources for health and safety management
- Monitoring the effectiveness of this policy

3.2 Managers and Consultants

Managers are responsible for:

- Ensuring health and safety procedures are followed
- Assessing client suitability prior to worker placement
- Communicating relevant risk information to workers
- Ensuring incidents are reported and investigated

3.3 Employees

Employees must:

- Take reasonable care of their own health and safety
- Cooperate with the Company and clients
- Report hazards, incidents, or concerns promptly

3.4 Temporary Workers

Temporary Workers are required to:

- Follow all client site rules and safety procedures
- Use equipment safely and as instructed
- Report hazards, unsafe conditions, or incidents immediately
- Not undertake work they are not trained or competent to perform

3.5 Clients (Hirers)

Clients are responsible for:

- The day-to-day supervision, direction, and control of Temporary Workers
- Providing a safe working environment
- Conducting risk assessments for tasks and workplaces
- Providing appropriate training, PPE, and instruction
- Reporting incidents involving Temporary Workers

4. RECRUITMENT AGENCY HEALTH & SAFETY DUTIES

Prior to supplying a Temporary Worker, the Company will take reasonable steps to:

- Obtain and review relevant health and safety information from the Client
- Assess the suitability of the work environment

- Identify any known risks associated with the role
- Ensure the Temporary Worker has the appropriate skills, qualifications, and experience
- Provide the Temporary Worker with relevant information about the role and associated risks

The Company will not knowingly supply a worker to an environment that presents unacceptable risks.

5. RISK ASSESSMENTS

The Company will:

- Ensure that Clients have conducted suitable and sufficient risk assessments
- Review available risk information prior to assignment
- Maintain records where appropriate

Temporary Workers must comply with all site-specific risk assessments and control measures.

6. INFORMATION, INSTRUCTION AND TRAINING

The Company will ensure that:

- Workers receive relevant assignment information before starting work
- Clients provide site-specific inductions and training
- Workers are informed of any specific hazards or control measures

7. INCIDENT REPORTING AND RIDDOR

All accidents, incidents, near misses, and cases of work-related ill health must be reported immediately.

- Temporary Workers must report incidents to the Client and the Company
- Clients must notify the Company of any incidents involving supplied workers
- The Company will assess whether incidents are reportable under RIDDOR 2013

Appropriate investigations will be carried out where necessary.

8. SAFE SYSTEMS OF WORK

The Company will ensure that:

- Assignments are clearly defined
- Workers are only placed into roles they are competent to perform

- Clients provide safe systems of work

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Client is responsible for providing appropriate PPE unless otherwise agreed.

Temporary Workers must:

- Use PPE as instructed
- Report any defects or issues

10. MENTAL HEALTH AND WELLBEING

The Company recognises that mental health forms part of overall health and safety.

The Company will:

- Encourage open communication
- Support workers raising concerns relating to stress, fatigue, or wellbeing
- Take reasonable steps to address risks to mental health

11. LONE WORKING AND FATIGUE

Where applicable, the Company will:

- Ensure risks associated with lone working are identified
- Encourage Clients to implement appropriate controls
- Monitor working hours and patterns where reasonably practicable

12. WORKING TIME AND WELFARE

The Company will:

- Support compliance with working time legislation
- Encourage adequate rest breaks
- Promote safe working hours

13. CONSULTATION AND REPORTING

The Company encourages all employees and Temporary Workers to:

- Raise health and safety concerns
- Suggest improvements

- Report unsafe practices

No individual will suffer detriment for raising genuine safety concerns.

14. MONITORING AND REVIEW

The Company will:

- Monitor health and safety performance
- Review this policy regularly
- Update it in line with legislative or operational changes

15. DATA AND RECORD KEEPING

The Company will maintain appropriate records relating to:

- Risk assessments
- Incidents
- Training and compliance

16. GENERAL

This policy forms part of the Company's overall management system and applies to all business activities.