

360 Recruitment – Health, Safety & Environmental Policy

360Rec-10 | 2023-2024

Introduction

This policy document has been prepared to define the way that 360 Recruitment Limited intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. This act requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisation and arrangements set up to carry out that policy.

360 Recruitment Limited Health, Safety and Environmental Management Document System is contained within this policy document and its associated instructions, assessments and guidance documents. The Document System formally communicates the instructions and procedures covering operation and work activities from the Company Directors to their supporting Managers, Supervisors and all other personnel employed or involved in the Company's activities. The Document System has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company including contractors, visitors and the general public.

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

Health & Safety Policy Statement

360 Recruitment Limited is fully committed to undertake its business in such a way as to minimise the risk of injury or ill health to people, damage to property or the environment.

360 Recruitment(UK) Limited has a moral and legal obligation to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the actions of the Company, its employees, or as a result of 360 Recruitment Limited activities.

360 Recruitment Limited fully accepts their obligations and responsibilities which will be achieved by:

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Providing and maintaining safe working environments that minimise the risks to health, safety and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Company.
- Setting standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.

- Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensuring that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.

Employees are required to cooperate with the Company not only to ensure their personal safety, but also to ensure they are not prosecuted for breach of legislation nor have disciplinary action taken against them by the Company for breach of company rules.

The Company will communicate the Health and Safety Policy to all employees and it will be freely available to customers and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

This policy supported by instructions, procedures and organisational arrangements, is to be applied to all activities carried out by the Company.

All Directors and Managers will enforce this policy. The Directors are personally responsible for the health and safety performance of the Company.



Name: Greg Tyler (Director)
Date: 01/05/2023

Environmental Policy Statement

360 Recruitment Limited acknowledges its contribution as a consumer of resources to the growing global environmental burden and recognises its responsibility to future generations by undertaking business practices that promote sustainable development.

Our Environmental Policy shall earn the confidence of employees, shareholders, customers and the general public by demonstrating our commitment to comply with relevant environmental legislation and minimise pollution, resource use and waste through the continual improvement of performance in all areas of the Company.

360 Recruitment Limited recognises the need to operate in a manner that reflects good environmental management.

We will:

- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices.
- Use products that have a negligible environmental impact, where appropriate options exist.
- Reduce our consumption of resources. (Energy, materials and packaging)
- Minimise waste through a commitment to reuse or recycle where feasible.
- Identify routes for the storage, transfer and disposal of controlled waste under Duty of Care.
- Regularly monitor and review our environmental performance.

It is our duty to ensure that good environmental management is practised in all projects that we are involved in and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all company employees and it will be freely available to customers, shareholders and the general public.

All Directors and Managers will enforce this policy. The Director are personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this.



Name: Greg Tyler (Director)

Date: 01/08/2023

Section 1: Organisation

General Organisation

Arrangements for health, safety and welfare within 360 Recruitment Limited will be organised by Greg Tyler with additional advice and resources sought where appropriate from external organisations.

Mr Greg Tyler has overall responsibility for health, safety, welfare and environmental issues.

360 Recruitment Limited are responsible for monitoring 360 Recruitment Limited's Health and Safety Policy in house and for dealing with related health, safety and welfare matters when requested.

Constructive suggestions to improve health, safety and welfare in 360 Recruitment Limited are welcomed from any employee.

General Responsibilities

Directors and management are responsible for the implementation of the Company's Health, Safety and Environmental Policy and determining the Company's policies on health, safety, welfare and environmental matters, including revision of this policy.

All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions, as well as protection of the environment from their work activities.

Employees who are responsible for supervision are expected to promote and encourage health, safety and environmental awareness in employees under their control. These Supervisors, supported by an appointed Safety Advisor, will monitor compliance with the requirements and provide advice on health, safety, welfare and environmental matters.

Consultation

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE). Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'. Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

Section 2: Responsibilities

The following responsibilities are the main duties of designated employees and are in addition to the duties outlined in general responsibilities.

Responsibilities of Directors

- To ensure that sufficient resources are made available to meet health, safety and environmental needs within 360 Recruitment Limited.

- To review the health, safety and welfare policies with the appointed consultants on a regular basis.
- Set a personal example of safe behaviour and attitude.

Responsibilities of the Manager Responsible for Health Safety and Environment

- To have overall responsibility for health, safety and the environment within 360 Recruitment Limited.
- To appoint competent persons to manage health, safety and the environment within 360 Recruitment Limited.
- To ensure that all incidents however minor are investigated in the required detail to learn lessons and prevent a re-occurrence.
- To liaise with external organisations when necessary to seek advice or additional resources.

Responsibilities of Management

- To ensure that 360 Recruitment Limited's policy arrangements and procedures are implemented on projects they are responsible for.
- To ensure that all employees under their control have received appropriate training and experience to undertake their allocated duties and or tasks.
- To set a personal example of safe behaviour and attitude.
- Check all specific hazardous areas on sites and develop risk assessments and the methods of work as required in conjunction with the Director responsible for health, safety and environment.
- To liaise on a day to day basis with installation engineers, operatives and subcontractors to ensure that they are implementing their delegated responsibilities
- To monitor the implementation of 360 Recruitment Limited's policies and arrangements on each site and where necessary rectify poor practice or work activities which are not in line with company policy.
- To arrange medical surveillance (where the nature of the substances encountered requires it).
- To liaise with external organisations when necessary to seek advice.
- To ensure the health, safety and welfare at work of employees by providing, maintaining and briefing other employees on:
 - Relevant risk assessments.
 - Safe Systems of Work (method statements).
 - Safe plant or equipment.
 - Safe methods of handling, transporting articles and substances.
 - Supervision, training, instruction, information.
 - Health and safety records.
 - Safe place of work and safe access/egress.
 - Safe and healthy working environment.
 - Adequate personal protective clothing and safety equipment.
 - Welfare facilities.
- Check COSHH assessments and issue to all engineers and operatives and ensure training sheets are completed, having the appropriate PPE available.
- Check safety of other persons at risk from our operations and bring any risks to the attention of the Manager.
- To maintain records of the inspections, service and maintenance including statutory inspections in accordance with the PUWER/LOLER regulations.
- Ensure all ladders, accesses; scaffolds etc. are left in a safe manner at the end of the working day.
- Set a personal example of safe behaviour and attitude.

Responsibilities of Senior Employees

- Follow instructions, guidelines and arrangements given by management when working (where applicable).
- Ensure workplaces are inspected prior to use.
- Monitor waste disposal procedures.
- Ensure work is being carried out in accordance with the brief, method statements and risk assessments and others are using control measures identified.
- Ensure the correct Personal Protective Equipment is being worn and used correctly.
- Ensure any plant and equipment is used in a safe manner on site.
- Ensure that work is being carried out without risk to the health and safety of others that may be affected by our works.

Responsibilities of First Aiders/Appointed Persons

- To provide first aid to employees, as trained.
- To ensure that the first aid kits and accident records are maintained.
- To report serious accidents or incidents to management and assist with RIDDOR reporting and where required, assist in any accident investigation.

Responsibilities of All Employees

- To read and understand both 360 Recruitment Limited's health and safety policy and comply with the prescribed arrangements and objectives.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by 360 Recruitment Limited to protect your own health and safety.
- To only use work equipment as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted unless express authority is given. To inspect work equipment prior to its use and any damage to equipment should be notified to a Supervisor.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a Manager including those where no injury occurred.

Responsibilities of Company Vehicle Drivers

- To ensure that the driver holds a full UK driving licence and it fully covers the vehicle being driven and that the driver has been authorised to use a company vehicle.

Health, Safety and Environmental Policy own vehicle for company use.

- Not to consume alcohol or take medication which could affect your driving ability before driving your vehicle.
- To notify 360 Recruitment Limited of all driving convictions/offences and accidents that occur whilst carrying out company business.
- To ensure that the relevant business car insurance is obtained for use of any vehicle used for company use and that it covers for the transfer of passengers and theft of company articles.
- To ensure that the relevant safety checks are made in accordance with the manufacturer's handbook and the specified frequencies and that any repairs or maintenance are carried out as required.

Health, Safety and Environmental Committee

The Company's Health, Safety and Environmental Committee is comprised of the following persons:

Greg Tyler - Director Responsible for Safety
Leigh Osborne – Managing Director

The Employees of 360 Recruitment Limited will be notified whenever there are any changes in personnel concerned with the Committee.

The duties of the Committee will be:

To meet at regular intervals to discuss, assess and revise as necessary, the progress of the company's health, safety and environmental performance, this is to include:

- Accidents or incidents.
- Employee performance.
- Company safety performance.

To review and arrange for the training and instruction of all employees in order for them to maintain the high safety standard expected by the Company.

To review the effectiveness of the Company's policy information and its dissemination to its employees and sub-contractors.

To review and allocate individual responsibilities for health and safety throughout the Company and to ensure that all individuals are made fully aware of their level of responsibility.

Responsibilities of external organisations appointed

- Advise 360 Recruitment Limited on the preparation, promulgation and review of company health, safety and welfare policies.
- To provide advice on the following:
 - Legal requirements affecting health, safety, welfare and the environment.
 - Personal protective clothing and equipment.
 - Working methods, equipment or materials which could reduce risks.
 - Potential hazards on new sites, health and safety factors affecting the selection of plant and equipment etc.
 - Specialist services including substances hazardous to health, noise, asbestos removal and development of health and safety plans for site work.
- Carry out inspections of relevant workplaces where requested by 360 Recruitment Limited.
- Carry out investigations of serious accidents where requested by 360 Recruitment Limited.
- Assist 360 Recruitment Limited in notifying and dealing with the Health and Safety Executive/Environment Agency and other enforcement agencies.

Section 3: Arrangements

Introduction

The general details of 360 Recruitment Limited arrangements for the management of health, safety and welfare are provided within this section.

Internal Communications

All relevant safety information will be provided at all premises used by 360 Recruitment Limited. This will include:

- Health and Safety Policy Statement.
- HSE Law poster.
- Employer's Liability Insurance certificate.
- Fire safety instructions.
- Names of Fire Wardens and First Aiders.
- Other safety instructions relevant to that workplace.

Health and Safety Policy

- The Health and Safety Policy will be reviewed annually to ensure that it is effective.
- The Policy will be amended where required and all employees informed of any amendment.
- A copy of the Health and Safety Policy will be available to all employees.
- Each non temporary workplace will hold a copy of the full policy.
- The Health and Safety Policy Statement will be displayed on a health and safety notice board and a copy held at each site.

Training

Well trained and competent personnel, who undertake work activities, decrease the likelihood of accidents and injury. Many accidents at work occur as a result of an individual's capability and training not meeting the requirements and skills of a specified task.

Management must ensure that all employees under their control have appropriate training and experience to undertake their allocated tasks.

Where necessary Managers should identify and arrange training and instruction of employees. Records of health and safety training provided will be maintained.

Each employee will receive a safety induction at the start of his employment where any training needs may be identified. This will apply to management and staff.

During the induction all queries are to be resolved or further training arranged. Further training needs may also be identified as a result of audit or investigation.

Health and safety briefings will be conducted on a regular basis (monthly, or where Managers or others have identified a failing and focus on a topic relevant to the work being conducted.

Records of health and safety briefings will be kept normally within the minutes of meetings and copies provided to interested parties on request.

Risk Assessment

Management are required to carry out risk assessments of work activities which pose a significant risk to health, safety and welfare of employees, to ensure that hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.

Risk assessments will identify the range of hazards associated with the work activities together with any necessary remedial action. Risk assessments will be carried out for each potential hazard applicable to the business.

The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work.

A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it, this will be undertaken by management so that those undertaking the activity understand what they have to do and the control measures to be implemented. A sign off sheet is to be completed by those receiving the briefing to confirm this.

All risk assessments will be monitored and reviewed at regular intervals, normally annually or when working practices or equipment change to confirm that all risks from work activities are adequately controlled and are in compliance with current legislation.

Safe Place of Work

360 Recruitment Limited will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.

A safe means of access and egress from all workplaces, where practicable will be provided and maintained.

It is the responsibility of all employees to ensure the safety of customers and visitors. All workplaces must have appropriate arrangements for the storage and use of hazardous substances without risk to health.

Ladders/Stepladders

All reasonable steps will be taken by 360 Recruitment Limited to ensure the safety of employees who work with ladders.

Any work activity using ladders will be assessed and as a result of that assessment suitable equipment will be provided. Control measures will be introduced to reduce the risks to a minimum and equipment used will be clearly identified and regularly inspected and maintained.

Plant/Machinery/Equipment

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.

All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or competent engineer.

Noise and Vibration

The Noise at Work Regulations 2005 requires employers to reduce the exposure to noise to their employees. The exposure level are as follows:

- Lower Exposure Action Value – 80 dB (A)
- Upper Exposure Action Value – 85 dB (A)

Additionally the Exposure Limit Value:

- Daily or Weekly Personal Noise exposure of 87 dB (A), and
- Peak Sound Pressure – 140 dB (A)

360 Recruitment Limited will where practicable ensure that noise levels will be maintained below the first action level of 80 decibels.

Undertake a suitable and sufficient risk assessment for all activities where there is a risk of employees being exposed above the lower action value 80 decibels.

The following hierarchy of control will be adopted in selecting control measures if practicable, however collective protection will be considered before personal protection;

- Alternative working methods or equipment that reduce the noise levels to below the Lower Exposure Limit;
- Personal Protective Equipment.

360 Recruitment Limited will:

Ensure all employees, contractors and visitors obey any instructions and warning notices regarding wearing of hearing protection in designated areas.

Ensure plant and equipment is selected and maintained to minimise noise levels and employees have been instructed in their use.

Ensure suitable ear protection is supplied for the conditions of exposure.

Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.

Workplace management and Supervisors will ensure compliance with any noise levels and periods of permitted noise activities laid down by local authorities, in order to prevent noise pollution.

The Vibration at Work Regulations 2005 are intended to reduce damage caused by exposure to vibrating equipment, namely vibration white finger and hand arm vibration. To this extent we will ensure that all equipment is adequately maintained and that all new equipment is purchased with minimum vibration as a main consideration. Individual exposure levels will be reduced to a minimum with adequate breaks for individuals. Staff are informed of the risk of vibration injuries and of the importance of informing management of any symptoms at an early stage.

Hazardous Substances (COSHH)

Prior to any operation commencing, information must be obtained on any material, substance, or process to be used or likely to be encountered which could be a hazard to the health of personnel. A list of substances has already been assessed and COSHH assessments completed for these are available. Where this is a new product a standard letter is to be used to obtain the Health and Safety Data Sheet from the manufacturer/supplier.

360 Recruitment Limited will identify substances hazardous to health from the material data sheet supplied from the manufacturer/supplier and compile a COSHH assessment for each substance to be used from the data provided.

Appropriate control measures must be identified and implemented to ensure the health and safety of personnel affected by the use of the product along with the protection of the environment.

Briefings on the use of each product in use on site will form part of the induction process completed by the relevant Manager, with sign off sheets completed for each appropriate briefing.

Electricity

Fixed electrical installations will be maintained in a safe condition by carrying out routine safety testing at least 12 monthly.

Inspection and testing of portable and transportable equipment will be undertaken as frequently as required. (The frequency will depend on the environment in which the equipment is used and the conditions of usage i.e. how carefully it is handled). This will not normally exceed 36 months for equipment used in the work environment.

Fire Prevention and Evacuation Procedures

A fire risk assessment will be completed at all workplaces under the control of 360 Recruitment.

Appropriate measures will be implemented at all workplaces, including adequate:

- Means of fire detection.
- Raising the alarm in the event of a fire.
- Fire fighting equipment.
- Installation of emergency lighting.

Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.

Procedures will be produced at all workplaces detailing action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.

An appointed person (Fire Warden), will regularly inspect the designated evacuation routes for obstructions.

Where disabled persons use the workplace specific arrangements will be made to ensure they can escape in an emergency.

All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practised regularly and records will be maintained.

Fire Wardens will be appointed and trained in both fire prevention and evacuation procedures.

Emergency Procedures

Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces.

All employees will be informed, instructed and where necessary trained in the emergency procedures. These procedures will be practised regularly and records will be maintained. Appointed persons will be identified to take control in the event of an emergency incident.

First Aid and Accident Reporting

All employees, contractors and visitors must report all accidents or incidents resulting in injury to any person (not just employees), damage to any property or the potential to cause injury or damage (near miss). Reports shall be made in accordance with the Company's Accident Reporting procedures to the Director Responsible for Health, Safety and Environment.

360 Recruitment Limited will provide a nominated 'suitable person(s)' i.e., trained First Aider at all workplaces, to administer first aid treatment.

Adequate first aid equipment will be provided at all workplaces under the control of the First Aider to include:

- First aid kits.
- Eyewash stations (where applicable).

All employees, contractors and visitors must report all injuries and accidents in accordance with company policy and ensure details are recorded using 360 Recruitment Limited Accident Report Form.

Partners and Managers must report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Enforcing Authority must be informed when:

- Any person dies as a result of or in connection with work.
- Any person suffers a major injury or disease as a result of or in connection with work.
- A person is incapacitated for work for more than 3 consecutive days due to an accident at work.
- Any person not at work (visitor, member of public etc.) who is injured as a result of an accident at a workplace and requires treatment at a hospital.

Reporting of any incident under RIDDOR is to be undertaken by the Director responsible for health, safety and environment using the HSE form F2508 with consultation with external organisations when needed.

Welfare Facilities

Suitable and sufficient welfare facilities will be available at all workplaces to all employees, contractors and visitors, including:

- Toilet facilities, including special facilities for the disabled.
- Washing facilities.
- Accommodation for clothing.
- Changing rooms and lockers.
- Facilities for rest and to prepare and eat meals, including means for boiling water (to include adequate seating with backs).
- Drinking water.

All facilities will be maintained to a satisfactory standard with regard to:

- Accessibility.
- Temperature.
- Ventilation.
- Lighting.
- Cleanliness/hygiene.

Manual Handling

360 Recruitment Limited will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health. All employees will receive appropriate manual handling training.

Manual handling tasks by employees will, where practicable be eliminated or reduced to a minimum. Where manual handling tasks are necessary, conduct a risk assessment and implement any required control measures. These may include:

- Provision of mechanical aids, (trolleys, etc.).
- Provision of sufficient persons to undertake lift.
- Provision of proper handles, handholds.
- Provision of a carrying device.
- Secure items, to prevent load shifting.
- Reduce the size of load to be lifted.
- Provision of PPE.
- Provision of manual handling training.
- Provision of manual handling information. (Posters etc.)
- Posters giving guidance in lifting techniques should be displayed.

Personal Protective Equipment

Managers will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.

Where required, adequate PPE to approved standards will be provided free of charge to all personnel working or visiting sites.

All management, staff, employees, contractors and visitors shall wear appropriate PPE whilst on site, including high visibility jackets/waistcoats, safety footwear and other PPE as directed.

Lone Working

There is no general prohibition on a person working alone, although there are specific instances where legislation requires more than one person to be involved in the operations or activity.

In certain cases, lone working is not permissible and the worker will be physically supervised i.e. young person or person undergoing training.

Protection of the Public

Arrangements shall be made to ensure, so far as is reasonably practicable, that no member of the public will be exposed to risks to their health and safety as a result of 360 Recruitment Limited activities. Where work is conducted adjacent to the public a risk assessment will be completed and where necessary additional control measures, in addition to those identified for the tasks to be completed, will be put in place.

Young Persons

In accordance with the Management of Health and Safety at Work Regulations 1999, 360 Recruitment Limited shall ensure that where young persons (under 18 years of age) are employed, they must be protected from any risks that exist in the workplace, are supervised by a competent person and are informed of any restrictions and necessary precautions to be taken within areas where they will work.

Risk assessments will be reviewed for activities in which young persons may be employed before they commence work. This will ensure that appropriate assessment has been given with regard to a young persons' lack of awareness, inexperience and immaturity. Copies of the risk assessments and control measures taken for young persons under 16 years of age will be sent to their parents or guardians.

Alcohol and Drug Abuse

Alcohol or drug abuse by employees and contractors (including management staff) can adversely affect the health and safety of themselves or others in the workplace. Therefore, it is the policy of 360 Recruitment Limited that alcohol or drugs are prohibited in the workplace.

Any persons known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate Supervisor who will arrange for the person to be removed from the workplace. Any employee taking prescription medication that may impact on his own safety or that of others around him must inform a member of management prior to commencing his work activity.

The sale, distribution, possession or consumption of alcohol on any premise where 360 Limited are undertaking work operations is prohibited without the written approval of appropriate senior management. 360 Recruitment Limited requires its employees to attend work in a fit and appropriate state with no impairment from the effects of alcohol. Being unfit for work due to alcohol consumption is prohibited and grounds for termination of employment.

360 Recruitment Limited further recognises that alcohol dependency is a treatable condition. Employees and management will be made fully aware that assistance in the prevention, early detection and diagnosis and treatment of alcohol dependency is readily available. All employees have a responsibility to behave in accordance with the requirements of this policy.

Stress

At work an employee who is severely stressed could become a danger to themselves, as well as to others in the workplace.

360 Recruitment Limited has a responsibility to control the health, safety and welfare of their employees and this includes reviewing the impact of stress at work.

Any persons known to be or strongly suspected of being affected by stress should be referred to the appropriate Supervisor who will arrange for the person to be monitored.

It shall be 360 Recruitment Limited's policy to regularly review each employee's work performance and workload. Employees should be given every chance to air their views and grievances at these reviews.

New and Expectant Mothers

360 Recruitment Limited will comply with the Management of Health and Safety at Work Regulations 1999 (MHSWR) and will undertake an assessment of the risks to women of child bearing age through their risk assessment procedure, to the risk they may encounter through their employment at 360 Recruitment Limited.

Once a new or expectant mother has been identified consideration will be taken into working conditions, hours of work and task to determine the requirements to ensure that 360 Recruitment Limited fulfils its duties under the regulations.

It is the responsibility of the new or expectant mother to inform 360 Recruitment Limited in writing of the pregnancy or recent birth (within previous six months).

Office

360 Recruitment Limited office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 and applicable sections of the Offices, Shops and Railway Premises Act 1963, where not repealed by those regulations.

Fire precautions shall be provided and maintained in accordance with the results of a fire risk assessment. Regular inspections of firefighting equipment and any other system will be undertaken at not less than monthly frequencies with fire alarms checked weekly and the test recorded. Fire Extinguishers will be maintained at 12 monthly intervals by a third-party provider.

Management will ensure that a procedure is drawn up and displayed which is to be followed in the event of an emergency and that key personnel are given training in the procedures and use of firefighting equipment. Emergency drills will be organised at 12 monthly intervals, the date of the drill and comments following the drill are to be recorded.

Management will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations. Electrical testing of office machinery will be undertaken at 12 monthly intervals and records maintained.

All staff required to use office machinery will be given training and instruction in its use.

All access stairways, emergency exits, etc. will be kept clear of all obstructions and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

Offices will be organised to avoid trailing cables on floors to office equipment.

All emergency exits will be checked at the start of each day by the Manager or nominated person.

All staff involved in manual handling of materials etc. will be given training in manual handling techniques.

Display Screen Equipment (DSE)

The main hazards associated with the use of DSE includes:

- Work related upper limb disorders e.g. temporary fatigue or soreness in the hands, arms or shoulders etc., occupational cramp, chronic soft tissue disorders such as peri tendinitis or carpal tunnel syndrome.
- Prolonged static posture or awkward positioning.
- Temporary visual fatigue - poor positioning, poor legibility of screen or documents, lighting, poor screen image.
- Fatigue or stress.
- Photosensitive epilepsy.
- Environmental factors e.g. humidity, heating, ventilation, static electricity.

Management will ensure that the following arrangements are carried out in connection with the use of this equipment:

- Identify the equipment which is classed as a workstation and provide a self-assessment form for completion by the user. Where this identifies any issues related to DSE or the workstation, review these in conjunction with the Health and Safety Consultants and produce an action plan where necessary to resolve the issues.
- Plan work activities so that where possible, short breaks away from the display screen are a regular feature. If this is not possible then deliberate breaks or pauses must be introduced.
- Organise eye/eyesight tests at the request of the users and ensure the provision of suitable basic spectacles etc, where these are required for the display screen work concerned.
- Arrange for relevant health and safety training of users and provide adequate information regarding these aspects.
- Training will be provided for those persons defined as users of display screen equipment and will cover the health and safety aspects associated with the equipment, including recognition of risks and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements and eye test arrangements.

Company Driving

360 Recruitment Limited recognises the risks to drivers when at work through the statistics released annually by the HSE and information in the media. It is clear that if this were to be ignored the consequences could be fatal.

360 Recruitment Limited's policy is that all drivers must always be in control of their vehicle. This means no electronic devices are to be used even for the shortest period when in control of a vehicle.

Mobile telephones or other means of communication are only to be used if the vehicle has stopped in a safe place and the hand brake is applied.

All drivers are to be fit to drive. Any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others is forbidden to drive. Any time when at work that you feel unfit to drive you are to inform your Supervisor or Manager immediately.

Only those employees who hold a current valid driving licence for the vehicle type they plan to drive are permitted to do so.

360 Recruitment Limited has a responsibility to control the health, safety and welfare of their employees whilst driving either company or self-owned vehicles used for work.

Controls will include:

- Authority will be given to all drivers and a copy of their insurance and MOTs kept on file
- All driving convictions/offences will be requested from all authorised drivers.
- Drivers will be made aware of their responsibilities under the responsibilities section of the main policy document.
- For all company vehicles all the required Road Tax, MOT's (if applicable) will be held and a register kept and held on file.

Records and Archiving

Records will be maintained of all necessary health, safety and environmental documentation.

This will include:

- Company Health and Safety Policy.
- Procedures documents.
- Risk assessments.
- COSHH assessments.
- Statutory documentation (inspections, reports etc.)
- Inspection records.
- Accident Book.
- Health and safety plans.
- Other relevant health, safety and environmental documents.

Monitoring at the Workplace

360 Recruitment Limited will use appointed health and safety consultants if needed to carry out regular inspections of all workplaces and provide guidance and advice on all aspects of health, safety, welfare and the environment to all employees. Reports will be presented to management on completion of the inspection for matters to be rectified and a copy of the inspection report will be sent to the Director responsible for health, safety and environment.

All major accidents and dangerous occurrences will be investigated. A report will be produced and where feasible recommendations for preventative and/ or corrective action will be made.

All accidents and near misses should be reported to the First Aider at the workplace.

Analysis of all records, accident information and trends and overall health, safety and environmental performance will be the responsibility of the Director responsible for health, safety and environment.

Meetings to discuss health, safety, welfare and environmental issues will be held at regular intervals between management and the appointed health and safety consultants.

Managing Sickness

Research shows that long periods out of work can lead to worse health, while working can be good for physical and mental health and well-being.

In some cases the longer personnel are absent through illness, the lower the chances of them returning to work. Work may help recover quicker from illness.

To this end, 360 Recruitment Limited will endeavour to help employees back to work as soon as possible.

360 Recruitment Limited will ensure that they maintain regular contact with the employee during their absence (in accordance with the HSE recommended guidance document HSG 249) and implement the Company's sickness policy.

The employee will be required to inform 360 Recruitment Limited of their intended absence and (where applicable) provide a 'Fit Note' from their Doctor.

A plan to 'return to work' will be implemented with professional advice sought (if required).

This will be agreed with the employee and progress will be monitored.

Considerations for long-term prospects of employment will be had by 360 Recruitment Limited (as/where necessary).

On return to work the employee will receive a 'return to work' interview. Monitoring of sickness absence and any effects from illness/injury will be agreed to ensure that any reasonable adjustments to the working environment/activities can be accommodated.

The Construction (Design and Management) Regulations 2007

The Construction (Design and Management) Regulations 2015 (CDM 2015) are intended to protect the health and safety of those who work in or may be affected by construction works. The regulations cover the management of health and safety from concept through to demolition including hazard identification and control following the general principles of prevention in accordance with the Management of Health and Safety at Work Regulations 1999. (Eliminate, reduce, inform, control).

The regulations specific duties on duty holders 360 Recruitment Limited will ensure that they comply with the requirements of the CDM 2015 dependant on what duty holder role they are undertaking in pursuance of their activities.

General Management Duties:

All Duty holders under the regulations shall ensure that:

- They and all personnel appointed are competent to carry out their duties or under the direct supervision of a competent person.
- That effective cooperation is both sought and given to all parties involved in construction work and that all matters likely to affect the health and safety of all involved.
- There is effective coordination between all parties to ensure, so far as is reasonably practicable, the health and safety of persons carrying out or affected by the construction work.

- They take account of the “General Principals of Prevention” i.e. elimination, reduction, information and control for all duties during all stages of the project.

If 360 Recruitment Limited takes on the role of any of the duty holders below they will ensure that they comply with the duties placed on them as specified in the regulations. Also the requirements as laid down in Part 4 “Duties relating to Health and Safety on Construction Sites” (See section regarding welfare) will be complied with if under the control of or relating to matters under the control of 360 Recruitment Limited.

Control of Non English Speaking Persons

360 Recruitment Limited recognises the need for cooperation and effective communication between all parties working in business premises. We have identified that the main risks for those who cannot speak English are from not being able to understand written instructions nor understand our operating procedures and processes. Non-English speaking employees may also fail to understand what is being asked of them through verbal instruction by colleagues, Supervisors and Managers.

360 Recruitment Limited will ensure that all employees are aware of their responsibilities and will fully support any employees and sub-contractors, for whom English is not their first language, to fully understand their responsibilities, site rules, regulations and reporting procedures.

This will be managed by all non-English speaking operatives working in a buddy-buddy system with an interpreter who will then pass on information required and ensure that all comments are translated. The interpreter will confirm that they understand what is being asked of them and that all technical information is clear and fully understood. This will also apply during their induction and all subsequent health and safety and emergency actions briefings and Toolbox Talks, which will be followed by a check of their understanding through the use of questions to confirm learning.