



HEALTH AND SAFETY POLICY

1. SCOPE

This policy and procedure applies to all employees and workers within the organisation.

2. RESPONSIBILITY

The staff in the following roles are responsible for implementing this policy:

- 2.1. Operations Manager has overall responsibility for health and safety
- 2.2. Operations Manager has responsibility for development and implementation of policy and procedure
- 2.3. Operations Manager is responsible for training the policy throughout the organisation and communicating internally and externally
- 2.4. Operations Manager is responsible for day to day duties including cooperation with clients on risk assessment and control, monitoring, handling complaints and co-ordinating improvements.
- 2.5. All employees and workers are responsible for taking reasonable steps for the health and safety of themselves and other persons who may be affected by their acts or omissions at work, and to cooperate with management in the implementation of this policy.

3. POLICY STATEMENT

At Red Star Personnel Ltd we are committed to achieving high health and safety standards, recognising this as an essential part of our business success. This extends to ensuring the health and safety of our employees, agency workers, contractors, visitors and others who may be affected by our activities. We will achieve this by setting clear objectives, implementing safe systems of work and measuring and reviewing our management of health and safety performance to achieve continuous improvement.

This policy is approved by the senior management team.

4. POLICY COMMITMENTS

- 4.1. We will provide and maintain a safe and healthy workplace, safe systems and methods of work.
 - 4.2. We will work collaboratively with our clients to ensure a safe and healthy workplace and safe systems and methods of work are provided for our workers on assignment.
 - 4.3. We will consult with employees on health and safety issues.
 - 4.4. All employees and workers will be provided with the information, instruction, training and supervision they need to work safely and efficiently.
 - 4.5. All workers are informed of what they will be required to do, what qualifications or skills are necessary to do the job safely and any health and safety risks and controls for each assignment prior to commencement.
 - 4.6. All workers, jobseekers and staff understand how to, and can raise grievances, complaints, concerns, suggestions or ideas related to the health and safety of workers on assignment
 - 4.7. Breaches of the policy are treated as retraining or misconduct matters as appropriate and such cases are dealt with according to our disciplinary/conduct and capability policy and procedure
 - 4.8. We monitor, review and improve the policy regularly and whenever any issues related to its implementation are identified.
5. It should be noted that each work site has a different set of Health and Safety rules. Workers must familiarise themselves with these rules, including site plans, fire exits, walkways etc.

Please contact Red Star Personnel Ltd Manager Ms Oksana Kovalova to obtain specific site rules for your designated role.

For more detailed information regarding the law surrounding Health & Safety please refer to:

5.1. The Health and Safety at Work Act 1974, sometimes referred to as HSW, HSWA, HASAW 1974 or HASAWA, is an Act of Parliament that sets out the framework for managing workplace health and safety in the UK. As per HASAWA 1974 regulation Red Star Personnel Ltd requires provide to workers:

- Adequate training of staff to ensure health and safety procedures are understood and adhered to
- Adequate welfare provisions for staff at work
- A safe working environment that is properly maintained and where operations within it are conducted safely
- Suitable provision of relevant information, instruction and supervision

Workplace (Health, Safety and Welfare) Regulations 1992

The Health, Safety and Welfare (HSW) Regulations apply to all aspects of the working environment and require Red Star Personnel to provide a workplace that is not only safe but also suitable for the duties that are being carried out within it.

5.2. Personal Protective Equipment Regulations (PPE) 2018

Where it is necessary Red Star Personnel Ltd will provide their workers with personal protective equipment (PPE) to reduce the potential risk of harm when it cannot be reduced or mitigated by any other means (“last resort” principle).

A suitable and sufficient risk assessment must be carried out, prior to providing PPE, to determine that potential risk cannot be mitigated through other control measures. PPE includes, but is not limited to, high-visibility clothing, protective footwear, safety helmets, eye protection, safety harnesses and even respiratory protective equipment (RPE). The key factors of PPE regulation are:

- **Suitable provision** - where it has been assessed that PPE is required, the provision of PPE must be suitable and appropriate to the work-task and its associated risk i.e. the equipment must fit the user properly and be of a proportionate size and weight for them to use it. ‘the equipment must also be CE marked in accordance with the Personal Protective Equipment Regulations 2002.’
- **Compatibility and effectiveness** - where more than one item of equipment must be worn for any given task, the PPE items must still be effective when worn together. The wearing of one item (e.g. protective eyewear) must not cause the other item to be ill-fitting, and therefore ineffective (e.g. a respirator) and vice versa.
- **Maintenance and storage** – PPE must be properly looked after, maintained and stored. Reusable items must be properly cleaned and kept in good condition. If items have disposable parts (e.g. respirator filters) replacements parts must be properly compatible with the original piece of equipment. Considerations such as having replacement PPE available (in the event of damage or malfunction) and appointing someone to oversee how and when items are maintained are important too.
- **Use and training** – It’s the duty of the employer to ensure that employees have correct training on the use of PPE, what level of responsibility that the employee has towards the maintenance of PPE and that they are properly informed about the risks that the PPE is protecting them from. It is also the responsibility of the employer to ensure that any PPE provided is being used correctly.
- **Employee responsibility** – The duty of the employee is to use PPE in accordance with instruction and training. Employees also have a responsibility to report any damage, defects or loss of equipment that they are aware of.

It should be noted that wherever PPE has been identified as being required as part of the control measure provision, then this must be provided at no cost to the employee (this includes replacement of such equipment).

5.3. Management of Health and Safety at Work Regulations 1999

The Management of Health and Safety at Work Regulations require that an employer must suitably assess work-based activities and implement any appropriate controls to manage potential risks to the health, safety and welfare of employees.

Red Star Personnel Ltd has a duty to:

- Provide adequate and proportional health and safety training for employees
- Ensure that there are suitable procedures in place in the event of an emergency event
- In workplaces where employees may be exposed to noise, vibration, substances hazardous to health, etc, there may be a requirement for provision of relevant health surveillances too
- Carry out a suitable and sufficient assessment of risks presented to the health, safety and welfare of employees (and others) through operational activities
- Carry out specific such risk assessments presented to the vulnerable person(s)
- Appoint competent person(s) to manage workplace health and safety

What are the responsibilities of the employee/worker?

It is the employee's responsibility to ensure that they are working in accordance with the health and safety training that they have been provided. They must also utilize any controls and/or equipment provided in the interest of health and safety. If an employee identifies an unsafe condition, hazard or risk within the workplace, then they must notify whoever is responsible for health and safety in that working environment.

5.4. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Whilst it's paramount to take reasonable measures to prevent death, injury or illness in the workplace, if any of these incidents do arise from work-related activity, it's also a requirement, under RIDDOR regulation, that they are reported formally.

5.5. Manual Handling Operations Regulations 1992 (amended 2002) (MHOR)

According to the HSE definition, 'manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling'. Each of these movements (or indeed a combination of them) involves a potential risk of injury. Accordingly, an employer must:

- Avoid hazardous manual handling operations, so far as is reasonably practicable, by redesigning the task to avoid moving the load or by automating or mechanizing the process.
- Make a suitable and sufficient assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable. Where possible, provide mechanical assistance, for example, a sack trolley or hoist. Where this is not reasonably practicable then explore changes to the task, the load and the working environment.

The policy will be reviewed annually and at any other time it is considered necessary due to changes in business or legislation.

6. ACCOUNTABILITY, DOCUMENT AND VERSION CONTROL

This document is effective from:	12.02.2024
This document is approved by:	MANAGING DIRECTOR – KIRYL CHUPRYK
For questions or queries about this document, contact:	OKSANA KOVALOVA

The following table details any updates, changes or developments made to this document:

Version	Detail	Date	Approved by
V02.24	H&S Policy_sites_law	12.02.2024	OKSANA KOVALOVA