



1 ABOUT THIS POLICY

- 1.1 This policy sets out Workr Umbrella and its Subsidiaries arrangements for ensuring we meet our health and safety obligations to Employees and anyone visiting our premises or affected by our work.
- 1.2 The Managing Director has overall responsibility for health and safety and the operation of this policy.
- 1.3 This policy does not form part of any Employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2 YOUR RESPONSIBILITIES

- 2.1 All Employees share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 2.2 You should report any health and safety concerns immediately to our Customer Care Team
- 2.3 You must co-operate with managers of the Client and/or the Customer on health and safety matters, including the investigation of any incident.
- 2.4 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

3 TRAINING

- 3.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 3.2 Employees will be given a health and safety induction and provided with appropriate safety training at each client site including (where appropriate) manual handling, control of substances hazardous to health, working at height, asbestos awareness, gas safety, electrical safety and the use of personal protective equipment.

4 EQUIPMENT

- 4.1 You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your manager at the Client Do not attempt to repair equipment unless trained to do so.

5 ACCIDENTS AND FIRST AID

- 5.1 Details of first aid facilities and the names of trained first aiders are likely to be displayed on the Client's notice boards.
- 5.2 All accidents and injuries at work, however minor, should be reported to our customer care team and recorded in the Client's and our Accident Book.

6 FIRE SAFETY

- 6.1 All Employees should familiarise themselves with the fire safety instructions, which are likely to be displayed on Client notice boards and near fire exits in the workplace.

7 RISK ASSESSMENTS AND MEASURES TO CONTROL RISK

- 7.1 We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of Employees, visitors and other third parties and to identify any measures that need to be taken to control those risks.