

Company Policy:

You agree to let Apollo Recruit know if you have any medical conditions that may prevent you from carrying out work safely.

You agree to notify Apollo Recruit of any changes to your health that may impact your ability to carry out work safely.

You agree to notify Apollo Recruit you have any pending criminal convictions.

You confirm that you have the right to live and work in the UK.

You agree to notify Apollo Recruitment Solutions Ltd of health and safety hazards that you encounter while on site.

You agree to notify your line manager on site of any potential health and safety hazards.

GDPR Consent:

I accept that Apollo Recruitment Solutions Ltd holds personal data about me and I hereby consent to the processing by the company or any associated company of my personal data for any related purpose to the performance of my contract of employment or my continuing employment or its termination or the conduct of the company's business. Including but not limited to, payroll, human resources and business continuity planning purposes.

I also Explicitly consent to the company or any associated company processing any sensitive personal data relating to me, for example sickness absence records, medical reports, particular health needs, details of criminal convictions and equal opportunities monitoring data, as necessary for the performance of my contract or my continuing employment or its termination, or the conduct of the company's business.

Finally, I consent to the company providing my personal data to a third party where this is necessary for the performance of my contract of employment, such as a pension provider, third party payroll company, insurance companies or local business that may be looking for contractual workers. Full GDPR policy available on our company website www.apollorecruit.co.uk.

Health and Safety Policy:

Our Company has a general duty to ensure, so far as is reasonably practical, the health, safety and welfare at work of you, the Temporary Worker, engaged under a Contract for Services. As you will normally be working at the premises of a client of the Company, you should always comply with the Health and Safety Policy of the client in addition to the general information herewith attached. The Company, where practical, will supply you, prior to the assignment, with a copy of the Health and Safety Policy of the client. Where it is not supplied, you should ask to see a copy at the client's premises. You should carry out your own risk assessment of your activities to identify any significant hazards under your control which are likely to affect yourself or others. You should report to the Company any accident to yourself, or others, connected with your activities. This is in addition to complying with the client's own rules.

Working Practices:

You must not operate any item of equipment unless trained and authorised to do so.

You must not remove any guarding from equipment used or deviate from your authorised usage of the equipment.

You must immediately report any equipment defect, and never attempt repair.

You must undertake all duties as instructed and never deviate.

Working Conditions/Environment:

You must make proper use of all equipment and facilities provided to control working conditions/environment.

You must ensure you keep your work areas clean/tidy.

You must dispose of waste/scrap in the appropriate receptacles.

You must comply with all hazard/warning signs and notices displayed on the premises.

Protective Clothing & Equipment:

You must wear protective equipment where required.

You must never obstruct any fire escape route, fire equipment or doors.

Accidents:

You must see the first aider for any injury you may receive, irrespective of how minor, and ensure details are entered into the accident book.

You must report any incident in which damage is caused to property.

Health:

You must report any medical condition which could affect the safety of yourself or others.

You must not become involved with horseplay, or practical jokes.

You must follow all rules pertaining to no smoking areas.