



APOLLO RECRUIT

## Health & safety policy

### Definitions

The Company = Apollo Recruitment Solutions Ltd

It is an important duty of The Company, in the conduct of its business operations, to ensure a safe and healthy working environment for all its employees. The organisation accepts the fact that this implies a corresponding duty of ensuring that necessary organisation, equipment and training is provided to fulfil this obligation. An effective health and safety policy requires the full collaboration and co-operation of all employees; everybody is asked to read this policy and accept their own personal responsibility for health and safety at work.

The Company is committed to operating the business in accordance with the Health and Safety at Work Act 1974 and all applicable regulations made under the Act, so far as reasonably practicable.

### COVID-19 policy – updated June 2020

Due to the exceptional circumstances surround the worldwide COVID-19 pandemic, this health and safety policy has been updated to include specific arrangements, actions and guidance relating to health and safety in our workplaces.

The health and safety of our employees is critically important, so we have adopted a three stage approach to ensuring our workplaces are safe for our workers. These stages can be summarised as follows:

1. **Risk assessment** – completed by the branch manager or brand/divisional director to assess the office environment against a range of key criteria, as recommended by the Government.
2. **Awareness** – once the risk assessment has been completed, a COVID-19 poster will be signed by the branch manager/divisional director and displayed prominently in the office, confirming the following:

1. A COVID-19 risk assessment has been carried out and the results shared with the people who work there.
  2. Cleaning, handwashing and hygiene procedures have been reviewed and updated, where appropriate, to ensure they're in line with current guidance.
  3. All reasonable steps have been taken to help people work from home.
  4. Where working from home is not possible, all reasonable steps have been taken to maintain a 2m distance in the workplace.
  5. Where people cannot be 2m apart, everything practical has been done to manage and minimise transmission risk.
3. **Individual questionnaires** – the final stage sees every individual worker complete a questionnaire confirming they've seen the risk assessment and understand the various steps that have been taken to ensure the health and safety of workers is protected,

Completed risk assessments and individual questionnaires are sent to the Group's head office for central collation and record keeping.

### **Health & Safety Statement from the CEO**

The Company regards the management of health and safety as an integral part of its business and as a management priority. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities.

Proper management of health and safety issues is seen as an integral part of the efficient management of the Company's activities, and critical to developing the professional culture of the Company and establishing and maintaining a solid reputation with all of our clients.

In accordance with Government guidelines the Company has implemented workplace Risk Assessments for the prevention of COVID-19 and social distancing measures in place in line with the government directive.

The Company is committed to ensure the health, safety & wellbeing of all staff in line with government guidance and legislation and will continue to meet with legislative obligation in line with government updates and developments.

It is the Company's policy, so far as is reasonably practicable to:

- where working from home is not possible, workplaces will make every reasonable effort to comply with social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
- ensure the workplace has sufficient cleaning, handwashing and hygiene procedures in line with the prevention of COVID-19 Company procedures and workplace Risk Assessment requirements.
- managing third party visits to the premises via remote connection and site guidance to reduce risks.
- provide and maintain facilities, equipment, and systems of work that are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and visitors;
- maintain any place of work under the Company's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- provide and maintain a working environment for employees that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- provide such protective equipment as is necessary for the health and safety at work of employees and visitors;
- encourage staff to set high standards of health and safety by personal example and to instil an attitude of mind which accepts good health and safety practice as normal;
- monitor the effectiveness of health and safety provisions within The Company;
- and to keep the Health & Safety Policy under regular review and to duly publish any amendments.

The objectives of this policy are fundamental to our business and the Company Directors are responsible for ensuring that the requirements of this policy are achieved.

Management, staff and operatives have responsibility for implementing the specific arrangements made under this policy throughout the Company. All employees are expected to familiarise themselves with its provisions and carry out their defined responsibilities. A copy of all related policies will be held in the HR department and will be made available to all employees.

Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation and the manual describes the arrangements for employee consultation and feedback.

All employees, contractors and sub-contractors are required to cooperate with the Company and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable.

The Company will provide appropriate training and make available competent health and safety advice and adequate resources including time and money so that legal obligations may be met.

This policy will be audited for its effectiveness and it will be reviewed on a regular basis.

### **Organisation**

Ultimate responsibility for Health & Safety rests with The Company and its team of directors. The Directors have specific responsibility for overseeing the implementation of Health & Safety policy and for advising and updating the Board of The Company on developments and performance.

### **Responsible Officers**

The Company's directors have responsibility for implementation of the Health & Safety Principles and Policy in their areas of responsibility. They must show leadership by ensuring the organisation, management and conduct of operations is in line with The Company

standards and ensuring this is supported by adequate resource allocation to implement this policy across the business.

All employees have the responsibility to co-operate with the directors and management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee notices a health or safety problem which they are not able to put right, they must straightaway inform a member of the Health & Safety Committee.

### **Line Managers**

Line Managers have responsibility for the health, safety and wellbeing of those working within their area of operation and those who may be affected by the activities. They must ensure that adequate systems are in place to ensure delivery of policy and standards, and meet local statutory requirements.

Those tasked with the supervision of staff, at whatever level, are required to give careful attention to the health and safety of those under their supervision and to ensure that appropriate precautions are taken.

To fulfil its function, the degree of supervision must have reasonable regard to the level of training, experience and expertise of employees being supervised.

The responsibilities of manager(s) and supervisors within the company shall be:

- To read and understand the company's safety policy and to ensure that its provisions are being effectively carried out.
- To bring the provisions of this policy, in so far as they affect the personnel, to the attention of the employees under the control of particular managers/supervisors.
- To inspect machinery, equipment and structures regularly and to ensure that any defects discovered are remedied forthwith.
- To prevent access by the workforce or other persons to any defective machinery, equipment or structures until the faults have been rectified.
- To ensure that employees are adequately instructed in the safe operation of equipment and machinery.
- To ensure that any areas of the site to which the general public or visitors may have access, are maintained to ensure their safety.
- To arrange for all necessary insurances, certificates etc., appropriate to the site's size and function.
- To arrange via the responsible person for the reporting of all incidents to the insurers where appropriate.
- To arrange the appropriate fire-certificates for each site, the proper maintenance of fire-fighting equipment, regular fire drills and adequate access to fire-fighting services.
- Ensure that adequate first-aid facilities are available and adequately maintained.
- To ensure that all accidents are reported in accordance with the provision of this policy.
- Ensure that no unnecessary risks are taken by the employees in pursuance of their duties and to ensure a site disciplinary procedure is in place for offenders.
- Set a personal example.
- To give advice upon this policy when requested by either the directors or workforce.

## **Individuals**

Individual employees have a duty to carry out their work in a safe manner in order to prevent injury and ill health either to themselves or to others who may be affected by their acts or omissions at work.

Individuals are required to comply with the Company's Health and Safety Policy as it relates to their work activities, and to any action to be taken in case of an emergency.

## **Monitoring the Health and Safety Policy**

Monitoring the effectiveness of The Company's policies on health and safety commences is a Board responsibility. Monitoring includes ensuring that Health & Safety audits and risk assessments are taking place regularly so that the hazards and risks of activities carried out within The Company are being adequately recognised and controlled.

Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued.

The provision of information, instruction and training to all staff (especially new employees) are matters that should also fall within the monitoring exercise.

The Health and Safety Committee assists to carry out the monitoring function effectively via the provision of paper and computer-based monitoring tools, such as model checklists, which individual branches and sites may adapt to their own requirements.

Monitoring of any accidents, incidents and instances of occupational ill-health occurring at branch or site level is particularly important so that remedial action can be taken to prevent any recurrence. The Health and Safety Committee will monitor all reported accidents, incidents and occupational ill-health in order to determine those events that are legally reportable to the relevant enforcing authority, and those which require further investigation and possible notification to others within the Company, and to set in train appropriate remedial action.

## **Amendments**

Any amendments will be notified by revision of this document.