



# A&S Recruitment Limited

## Health and Safety Policy Statement

Statement of Intent, Organization, Arrangements and General Safety

|                           |                              |
|---------------------------|------------------------------|
| Owner of Policy Statement | Amanda Harrold               |
| Date created              | 12 07 2022                   |
| Date last reviewed        | 01 12 2025                   |
| Date of next review       | December 2026                |
| Who this policy refers to | All staff core and temporary |

# A&S Recruitment Limited

## Health and Safety Policy Statement

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In accordance with The Health & Safety at Work Act (1974), all employees have a duty to take reasonable care to avoid injury to themselves and others by their work activities and must co-operate with the company, their customers and others in meeting the statutory requirements of the Act.

The Health & Safety at Work Act applies to everyone at work giving responsibilities to both employers and employees. Breaches of the Act may be a criminal offence and lead to prosecution.

The law requires A&S Recruitment to:

- Make sure that your working environment is safe
- Work with the company's customers to provide adequate working environment as directed by law and maintain equipment, premises and systems of work which are safe and do not endanger health
- Provide safety information, instructions, training and supervision as necessary provide and maintain safe access to and exit from the place of work

Also, under the law duties are imposed on all employees to:

- Take reasonable care of their own Health and Safety at work
- Co-operate with any actions their employer and customers might take to comply with the law
- Avoid placing other people at risk
- Report any work situation, which might represent a serious or imminent danger

We will plan, manage and coordinate work ensuring that safe systems of work are carried out in accordance with written and verbal instructions. Employees are encouraged to make suggestions which will improve health and safety and these should be passed to A&S Recruitment Senior Management if changes to working practices are required and thereby making sure that risks are properly controlled.

A&S Recruitment Ltd ask Miles Vartan Consultancy Limited to review the effectiveness of the Company's Health & Safety Policy to ensure that the Company adhere to the Health & Safety at Work Act 1974, related pieces of legislation and associated codes of practice.

A&S Recruitment Ltd places Health & Safety on each Board Agenda and at meetings with employees. The Employee's representative collates requests, observations and issues which are then presented to senior management, feeding back responses and resultant changes in policy.

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We will comply with duties placed on all contractors which include the following legislation (not an exhaustive list):

- Health and Safety at Work Act 1974
- Health & Safety Management Regulations 1999
- The Work at Height Regulations 2005
- Provision and Use of Work Equipment at Work Regulations 1998
- Personal Protective Equipment at Work Regulations 1992
- Manual Handling operations regulations 2002

Health and Safety Risk Assessments will be carried out to:

- Identify the full range of health risks that arise from work at A&S Recruitment Limited's customers
- Manage related occupational health risks on site and/or in the office

A&S Recruitment Limited will set out the arrangements that are needed to manage health risks and co-ordinate the work at A&S Recruitment's customers sites.

This will include arrangements for controlling significant health risks such as:

- Driving of company vehicles
- Manual handling
- Lone working
- Working at height
- The provision of personal protective equipment
- The provision of safe LGVs to drive

Health and Safety requirements are handled by:

Miles Vartan Consultancy Limited

07879 695077

The overall responsibility for Health and Safety is:

Amanda Harrold – Director, Responsible for implementation and monitoring of health and safety policies

01394 286051 option 2

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The following principles are to be applied:

1. All injuries and occupational illnesses are preventable and all employees have a responsibility to prevent injuries and illness
2. Ongoing relevant training is essential for improving safety performance and for ensuring that are employees are competent to carry out their duties and discharge their responsibilities
3. Audits, inspections and risk assessments are an essential part of our safety management strategy
4. All H&S incidents and unsafe practices, whether resulting in injury or not, must be reported and investigated in line with RIDDOR (Amendment) Regulations 2012:
  - All dangerous incidents should be reported to the A&S Recruitment Senior Management
  - These will be investigated to establish a root cause for the respective incident or accident and what series of events led up to the incident or accident occurring
  - Following these investigations procedures will be amended if required to prevent any future repetition with training provided if required
  - The circumstances surrounding the incident or accident will be kept under review by the A&S Recruitment Senior Management
5. The involvement of people at all levels within the company is critical and beneficial to sustain safety improvements
6. Acceptance of a personal responsibility towards a healthy and safety working environment is a condition of employment with A&S Recruitment

This Policy has been approved and authorised by:

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|------------|------------------|
| Name:      | Amanda Harrold   |
| Signature: | <i>A Harrold</i> |
| Date:      | 01/12/2025       |

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