



HEALTH & SAFETY POLICY

1 NOVEMBER 2022

LME Recruitment Limited
Unit 7 Pegasus,
Orion Court,
Great Blakenham,
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Managing Director:
Leanne Gittins

Produced by
SCUTE SERVICES LIMITED

HEALTH & SAFETY - STATEMENT OF POLICY

LME Recruitment Limited Ltd (hereinafter referred to as 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 shall be carried out in a safe manner, and we shall ensure the health, safety and welfare of our employees and others who may be affected by our activities.

Our key objective regarding Health & Safety is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management.

Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

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.

The objectives of this policy are fundamental to our business and senior management is 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.

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.

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 shall 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.

The external health, welfare and safety advisor for LME Recruitment Limited is Scute Services Limited.

LME Recruitment Limited will review this policy at least annually, revise it as often as is appropriate, and will set and publish specific health and safety aims and objectives.

Appropriate financial and physical resources will be provided to implement the policy.

We shall provide expert advice where necessary to determine the risks to health and safety within the establishment.

LME Recruitment Limited will ensure that this policy and its objectives are understood, implemented and maintained at all levels in the organisation.

This will be achieved by the progressive development of our Health and Safety Management System and by periodic auditing of those systems to ensure their adequacy and effectiveness.

It will be the duty of the Managing Director of LME Recruitment Limited to ensure that Health & Safety objectives within this statement are met.

Signed:

Leanne Gittins – Managing Director

Date:

LME RECRUITMENT LIMITED & HEALTH AND SAFETY

This policy is laid out in two parts:

1. LME RECRUITMENT LIMITED LIMITED: detail with relevant H&S implications for employees and the use of the Head Office
2. Agency staff: Contractors/Sub-contractors: tasked with working on the site of a third-party

Health & Safety

The Managing Director shall have overall and final responsibility for health and safety and thus the implementation of this policy.

The Managing Director shall be responsible for ensuring that:

- ❖ this policy is put into practice.
- ❖ this policy is available to all employees and persons that may be required to understand the Company policy
- ❖ the Policy is reviewed as per the policy statement.
- ❖ a copy of the Statement of the Company Health & Safety Policy is displayed at the Company premises.
- ❖ financial and physical resources are available to enable the requirements of this policy to comply with all applicable statutory legislation.
- ❖ all employees are aware of their needs to comply with the requirements of this policy and all applicable safety legislation.
- ❖ all work equipment that is purchased is selected and maintained in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998.
- ❖ the Company's health and safety performance is monitored and reviewed on an annual basis
- ❖ any accident reports and site inspections shall be investigated, reviewed and followed up with any remedial action taken.
- ❖ any employee that intentionally fails to comply with their duties and responsibilities in respect of health and safety shall be disciplined in line with the Company disciplinary procedure.
- ❖ site inspections are carried out periodically.

It is understood that The Managing Director is by law deemed to be the responsible person and cannot delegate this responsibility to subordinates.

PART ONE:

EMPLOYEES & MANAGEMENT

Health and safety is the shared responsibility of all.

As such all are required to take care of themselves and colleagues while at work and ensure that their duties comply with the Health & Safety act.

USING DISPLAY SCREEN EQUIPMENT/WORKSTATIONS

LME Recruitment Limited is committed to ensuring the health and safety of its employees, under the various legislations associated with Display Screen Equipment (DSE) and recognises that the prolonged and frequent use of display screen equipment can result in a range of symptoms (eyes, headaches and mental strain). Posture is also a concern and may affect muscles in the legs, upper back and neck.

LME Recruitment Limited staff using DSE are encouraged to regularly (annually at least) assess their workstation environment:

- ❖ ensuring the suitability of the DSE, desk and seating
- ❖ provide a variety in the daily routine of work taking breaks and short periods away from the workstation
- ❖ advise other employees to take regular hourly breaks during the day;
- ❖ be aware of Health and Safety surrounding the use of DSE.

EMPLOYEES THAT ARE PREGNANT

LME Recruitment Limited is aware of the susceptibility of women during pregnancy, certain risks that may arise because of their employment. LME Recruitment Limited will assess and document those additional risks, and ensure measures are provided to protect the health and safety of any pregnant employee, so far as is reasonably practicable.

LME Recruitment Limited is aware of the statutory requirements imposed on and relating to, work undertaken by pregnant employees and will comply with these requirements.

A pregnant employee on advising their manager or supervisor of their condition in writing, will be given all the information, instruction and training necessary to enable them to work safely and without risks to their own health and that of the unborn child.

LONE WORKING

LME Recruitment Limited is committed to ensuring the health, welfare and safety of its employees, under the HSE guidance associated with Lone Workers.

Due to the nature of our work practice, office employees may occasionally work alone at a low risk.

LME Recruitment Limited shall wherever possible discourage the practice of lone working, however, in the event that an employee has to work in the office alone, LME Recruitment Limited shall check that lone workers have no medical conditions that may make them unsuitable for working alone thus placing them at a higher level of risk.

Employees who may wish to work alone outside of normal working circumstances must seek the approval of the Managing Director - this includes office staff staying late or coming in to the office during periods were no other staff members are on site.

SLIPS, TRIPS AND FALLS

It is the policy of LME Recruitment Limited to reduce injury or damage caused because of a slip, trip or fall (a common cause of injuries in the workplace).

It is the responsibility of all employees to always remain vigilant while at work and ensure that high standards of housekeeping are maintained within their areas.

The Managing Director shall regularly inspect workplaces and identify areas that are not being maintained. Any obstacle that may cause a hazard within the workplace shall be identified and action taken to remove it.

All employees are required to store personal belongings (bags, coats etc) in appropriate areas.

Additionally, when in the office environment the following should be adhered to:

- ❖ filing cabinets should not be overloaded and weights shall be evenly distributed
- ❖ filing cabinet drawers shall not remain open
- ❖ desk drawers shall not be left open
- ❖ chairs are not steps or ladders
- ❖ cables, either electrical or telephone, shall be stored tidily
- ❖ spillage (on floors or hard surfaces) shall be cleaned up immediately
- ❖ do not store items in walkways/gangways
- ❖ all electrical equipment shall be turned off at night/weekends unless otherwise specified.

SMOKING AT WORK

LME Recruitment Limited already has a no smoking policy in force so as to comply with Section 2(2) of the Health and Safety at Work Act (1974), namely, to provide an environment for employees that is:

- ❖ Safe
- ❖ Without risk to health, and
- ❖ Adequate as regards facilities and arrangements for the welfare of staff at work.

From 1 July 2007 smoking is illegal within specified environments. Employees wishing to smoke shall be given the opportunity to smoke away from work during contracted rest periods only.

ZERO TOLERANCE TO DRUGS AND ALCOHOL IN THE WORKPLACE

LME Recruitment Limited shall not tolerate the use of drugs and/or alcohol in the workplace and shall make all employees contractors/ sub-contractors aware of this statement.

LME Recruitment Limited recognise that for reasons of Health & Safety many of its clients do not tolerate the use of drugs and alcohol in the workplace.

STRESS AT WORK

The HSE defines stress as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’.

LME Recruitment Limited is committed to protecting the health, safety, and welfare of its employees.

Workplace stress is a health-and-safety issue and LME Recruitment Limited acknowledge the importance of identifying and reducing workplace stressors. Employees shall be encouraged to speak with their Line Manager or the Managing Director if they believe that they are experiencing work-related stress.

RESPONSIBILITIES OF EMPLOYEES IN EMERGENCIES

The Managing Director shall be responsible for training personnel to carry out the role of Fire Marshal and First Aider in the office (if he/she is not on site) to ensure the safety of all employees is maintained.

FIRE SAFETY

LME Recruitment Limited occupy office space in shared premises. Employees are aware of our fire safety plan thus ensuring that our employees and visitors on or around the premises are safe.

The person responsible for fire safety within the office is the Managing Director.

The Managing Director shall:

- ❖ carry out a fire risk assessment of the premises and review it regularly
- ❖ tell staff about all of the risks that have been identified within the fire risk assessment
- ❖ put in place, and shall maintain, appropriate fire safety measures
- ❖ plan for an emergency
- ❖ provide staff information, fire safety instruction and training

FIRST AID

The office site of LME Recruitment Limited is recognised as a low-risk workplace being a small office in shared premises. Provision of a first-aid box and a person appointed to take charge of first-aid arrangements has been made. All staff know how to call the emergency services if necessary.

All staff are aware of the first-aid arrangements made.

PART TWO:

CONTRACTORS/SUB-CONTRACTORS WORKING ON THE SITE OF A THIRD PARTY.

Health and safety matters are the shared responsibility of all.

As such all are required to take care of themselves and colleagues while at work and ensure that their duties comply with the Health & Safety act.

When working on a third-party site Contractors/Sub-contractors shall fully comply with the Health & Safety Policy of the third party including:

- ❖ report any health and safety concerns and incidents to the relevant person (eg. Supervisor)
- ❖ work with the management and supervisors where required on health and safety matters
- ❖ understand company policy and procedures in relation to prescribed safe working practice/safe systems of work
- ❖ take reasonable care of their own health, welfare and safety including wearing of Personal Protective Equipment (PPE)
- ❖ ensure that instruction and training that is provided is understood before commencement of work
- ❖ use only the correct tools and equipment for the job ensuring that they are maintained and in good working order
- ❖ maintain good housekeeping principles, adopting clean and tidy working conditions
- ❖ reporting of damage in the workplace, to work equipment, and/or dangerous or unsafe practices
- ❖ not to operate any machinery or equipment unless they have been adequately trained and authorised to do so
- ❖ not to tamper with any safety procedures that are put in place to ensure safety
- ❖ not to behave irresponsibly (tamper, remove or misuse any equipment that is provided for the health and safety of all).
- ❖ understand the importance of fire-safety

THE PROVISION AND USE OF PERSONAL PROTECTIVE EQUIPMENT

LME Recruitment Limited is committed to ensuring the health and safety of its employees and Contractors/Sub-contractors that have been employed on a temporary basis, through the provision of suitable and sufficient personal (and respiratory) protective equipment under the Personal Protective Equipment Regulations (PPE) 1992 where identified risks cannot be eliminated at source or to an acceptable minimum.

LME Recruitment Limited shall ensure that the correct type of PPE has been supplied for each task.

Contractors/Sub-contractors shall be required to use all PPE provided to them in accordance with the training and instruction given to them.

LME Recruitment Limited shall ensure that any personal protective equipment issued to Contractors/Sub-contractors is used properly and is fit for purpose. Any person who feels that PPE is not suitable for the work task shall stop work immediately and report this to the on-site Supervisor.

All Contractors/Sub-contractors shall be reminded that it is an offence, under the Health and Safety at Work Act 1974, section 7, if failing to take reasonable care of their own (and others) health and safety at work (the Personal Protective Equipment Regulations 1992).

LIFTING OPERATIONS AND LIFTING EQUIPMENT/MATERIAL HANDLING EQUIPMENT

It is LME Recruitment Limited policy that all lifting operations are carried out strictly as per the Lifting Operations and Lifting Equipment Regulations 1998. Lift Equipment/MHE operators and personnel using such equipment are required to be fully trained to use equipment for work and those that have had no training are not permitted to operate the equipment.

LME Recruitment Limited are aware that its Contractors/Sub-contractors may be trained by the contracting third-party client to use MHE and Lifting Equipment on the site of the third-party (only).

Training and assessment shall be carried out by recognised and suitably qualified trainers employed by the third-party and such activity shall be completely supported by LME Recruitment Limited.

LOADING AND UNLOADING OF VEHICLES AND CONTAINERS ON THE SITE OF A THIRD PARTY

Health and Safety Executive statistics show there is a high incidence rate of accidents caused by both vehicle movement and during loading and unloading of vehicles.

In recognition of this, our Contractors/Sub-contractors shall adhere to the Safe Working Procedures laid out for them and for which they shall be suitably trained by the third-party.

MANUAL HANDLING OF GOODS DURING THE DEVANNING/VANNING PROCESS

LME Recruitment Limited is committed to ensuring compliance with the law as laid out in the Manual Handling Operations Regulations 1992.

LME Recruitment Limited understand that manual handling operations should be avoided as far as reasonably practicable – especially where there is a risk of injury.

Where this is not reasonably practicable, LME Recruitment Limited anticipate that a suitable and sufficient risk assessment of the operation will be made, and that preventive actions are taken to mitigate the likelihood of harm.

It is expected that the third-party shall be responsible for ensuring that reasonable endeavours are made to reduce the risk of injury and that steps shall be taken to give an indication of the weight and centre of gravity of items to be lifted - if possible.

The third-party shall provide guidance/training on correct manual handling of inanimate objects so as to allow Contractors/Sub-contractors to use their skills and knowledge, to protect themselves and their fellow employees and thus reduce the risk of damage to property or equipment.

Notwithstanding the provision of guidance/training by the third-party, it shall remain the responsibility of each Contractor/Sub-contractor to comply with the provided safe systems of work.

A Contractor/Sub-contractor shall not undertake any manual handling operation which they justifiably consider as posing a danger to themselves or any person that may be affected by the handling without first raising it to the attention of the on-site Supervisor.

ZERO TOLERANCE TO DRUGS AND ALCOHOL IN THE WORKPLACE

LME Recruitment Limited shall not tolerate the use of drugs and/or alcohol in the workplace and shall make all employees contractors/sub-contractors aware of this statement.

LME Recruitment Limited recognise that for reasons of Health & Safety many of its clients do not tolerate the use of drugs and alcohol in the workplace.

EXTERNAL HEALTH & SAFETY CONSULTANT

SCUTE SERVICES LIMITED shall support the Managing Director. The Managing Director shall be responsible for ensuring health, safety and welfare practices and procedures and, that they are formulated and, understands their responsibility under this policy.

It is the duty of the Managing Director to be kept fully informed of health and safety matters.

SUMMARY

This document is a live, evolving policy and shall be reviewed and updated to ensure best practice and appropriateness on an annual basis.

All employees shall be required to read and understand this document fully and to identify any points that are not clear. Any such points shall be drawn to the attention of the Managing Director who may arrange for further information, training, instruction, and supervision.

All employees, contractors/sub-contractors shall sign and return the attached declaration confirming that they have read and understood the policy regarding their health, welfare and safety as outlined in this policy statement.

The Managing Director shall ensure that any new or temporary members of staff receive a copy of this policy document and sign a declaration of their understanding on the first day of duty and before they commence their work role.

Declaration page to follow.

DECLARATION

LME RECRUITMENT LIMITED: Health and Safety Policy

Name (print) _____

Date: _____

I confirm that I have read and fully understand the Health & Safety Policy.

Signed: _____