

## HEALTH AND SAFETY POLICY

### General Statement

It is the policy of MP Resourcing Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and the health and safety of other persons who may be affected by its activities. MP Resourcing Ltd will take steps to ensure that its statutory duties are met at all times.

### MP Resourcing Ltd's Responsibilities

When employees are working on the sites of host-employers, **MP Resourcing Ltd** and the host company have a joint responsibility for health and safety. **MP Resourcing Ltd** will ensure that: -

1. All processes and systems of work are designed to take account of health and safety and properly supervised.
2. A member of senior management maintains specific responsibility for health and safety.
3. Competent people are appointed and where appropriate external specialists to assist us in meeting our statutory duties.
4. All employees are consulted on matters of health and safety.
5. Adequate arrangements will be maintained to allow employees to raise matters concerning health and safety.
6. Each employee will be given such information and training as required to enable them to perform their duties safely.
7. All arrangements are regularly reviewed to ensure their effectiveness.
8. Where employees are home based, they will be trained on health and safety risks of homeworking as part of their Health and Safety Induction training.

### The Employees Responsibilities

The law makes it the duty of everyone at work to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. Their duties include:

1. Co-operation with management and the host company where appropriate to ensure that safe and healthy work practices are maintained, and statutory requirements met.
2. Reporting promptly to management or the host company any hazardous situation or defect.
3. Making full and proper use of and maintaining any safety equipment.
4. Following any instruction and training involving risk to health and safety.
5. Acting responsibly and refraining from reckless behaviour at work.

### Statement of Intent

It is the policy of the organization to take all measures which are reasonably practicable to:

- (a) Ensure the health, safety and welfare of all persons at work.
- (b) Protect employees, visitors and the public generally against risks to their health and safety at work which may arise from **MP Resourcing Ltd's** activities.

**MP Resourcing Ltd** undertakes to provide the necessary resources and seeks the co-operation of all persons at work with a view to implementing the requirements of the Health and Safety at Work Act 1974 and the relevant statutory provisions.

The Managing Director has ultimate responsibility for the implementation of Health and Safety Policy. **MP Resourcing Ltd** undertakes so far as reasonably practicable and with the shared responsibility of host companies to:

- (a) Provide and maintain plant and systems of work that are safe and without risk to health and safety;
- (b) Arrange for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- (c) Provide such instruction, training and supervision necessary to ensure health and safety;
- (d) Provide and maintain a safe working environment;

- (e) Define responsibilities for health and safety and consult where appropriate with employees;
- (f) Identify and report any hazards which may exist;
- (g) Record and investigate any accidents; and,
- (h) Monitor the health and safety performance on a regular basis and review this Policy Statement annually.

#### **MP Resourcing Ltd's Arrangements for Implementing this Health and Safety Policy**

The Managing Director, directors and senior managers are responsible for health and safety throughout **MP Resourcing Ltd** and will monitor the implementation on a regular basis. In particular:

- (1) Legal Requirements - Directors and managers will take all necessary measures to ensure compliance with all the legal requirements of the Health and Safety Commission and the Health and Safety Executive.
- (2) Health and Safety Instruction and Training - Directors, managers and host companies are responsible for the identification of the general and specific health and training requirements of employees.
- (3) Health and Safety Information - **MP Resourcing Ltd** will ensure that all the relevant health and safety information is available to all employees.
- (4) Joint Consultation - **MP Resourcing Ltd** will ensure that there is an effective system for consultation with employees on health and safety matters.
- (5) Risk Assessments and Safe Systems of Work - **MP Resourcing Ltd** recognises its duties as an employer to undertake suitable and sufficient risk assessments which will be undertaken and where necessary documented and implemented in conjunction with the host company where appropriate. Subsequently the required training will be completed.
- (6) Safe monitoring and Hazard Reporting – **MP Resourcing Ltd** will ensure there is an effective process in place for the reporting of hazards and corrective action
- (7) Accident and Ill-Health Reporting and Recording - **MP Resourcing Ltd** will ensure there is an effective system for reporting, recording and investigating all accidents and ill health.
- (8) Welfare Amenities - **MP Resourcing Ltd** will ensure that welfare provisions, i.e. sanitation, hand washing, clothing storage, drinking water and facilities for taking meals are provided and properly maintained.
- (9) First Aid Arrangements - **MP Resourcing Ltd** will ensure adequate provision of first aid treatment for employees and other persons present.
- (10) Maintenance of the Workplace, Equipment and Systems – **MP Resourcing Ltd** will ensure that there is a satisfactory system in place for monitoring and testing.
- (11) Emergency Procedure - **MP Resourcing Ltd** will ensure there is an established procedure to cover identified major emergencies where appropriate this will be done in conjunction with the host companies.
- (12) Hazardous Substances – **MP Resourcing Ltd** will ensure that all such substances are identified and controlled in such a way as to avoid risk.
- (13) Fire Prevention and Protection – **MP Resourcing Ltd** will ensure that arrangements for fire prevention and protection are adequate.
- (14) Smoking – **MP Resourcing Ltd** will enforce the Government's No Smoking Policy as of 1 July 2007.

#### ***Statement on Policy on Health and Safety Training***

**MP Resourcing Ltd** recognises its duties under the Health and Safety at Work Act and will ensure that all the appropriate training is given to all employees.

Employees working at sites of host companies are expected to receive the appropriate training during their first seven days and confirmation will be required from the host company.

#### ***Statement on Policy on Sickness Absence***

**MP Resourcing Ltd** recognises its duties to protect the health of all employees but accepts that employees may be subject to periods of medically certificated or self-certificated absence. Under the terms of their Employment Contract they are obliged to report all such absences to **MP Resourcing Ltd**

***Statement of Policy with Respect to New or Expectant Mothers***

**MP Resourcing Ltd** recognises its duties to new or expectant mothers under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Employees must notify **MP Resourcing Ltd** as soon as they become aware that they are pregnant in order that the appropriate action can be taken to ensure their health and safety.

***Statement of Policy with Respect to Young Persons at Work***

For the purposes of this Statement of Policy, a young person means anyone who has not attained the age of eighteen years.

**MP Resourcing Ltd** hereby undertakes to ensure that young persons employed by them are protected at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks, or the fact that young persons have not fully matured.

***Statement of Policy on Vision Screening***

**MP Resourcing Ltd** recognises that employees using display screen equipment may be subject to visual fatigue. **MP Resourcing Ltd** recognises its duties under the Health and Safety (Display Screen Equipment) Regulations 1992 to ensure the provision of eye and eyesight tests for employees designated as “users” under the regulations.

***Statement of Policy on Consultation with Employees on Health and Safety Matters***

**MP Resourcing Ltd** recognises its duties to consult with both trade union elected safety representatives and/or non trade union representatives in regard to health and safety matters at work.

***Statement of Policy on Lone Workers***

**MP Resourcing Ltd** recognises its duties to organize and control solitary workers, including contractors should it be necessary that they work alone

***Statement of Policy on Road Safety***

This policy does not apply to commuting, unless the employee is travelling from their home to a location which is not their normal place of work.

Responsibility of Employee:

- Any employee who is required to drive, ride a motorcycle or bicycle to a temporary workplace must be competent and capable in a way that is safe for them and other people;
- It is against company policy for any employees to use their mobile phones while driving. The only exception to this is if they have appropriate hands-free technology installed in their vehicle.
- Employees must ensure that vehicles are properly maintained in accordance with the manufacturers recommendations and appropriate records kept;
- Be insured for business use and have an appropriate MOT certificate (if over three years old) and carry a first aid kit.
- All employees using vehicles must ensure they have a full UK driving licence.
- Ensure that they are able to carry out basic safety checks e.g. tyre pressure, oil levels, windscreen wiper blades, washer fluids and light bulbs;
- Ensure they are able to satisfy the eyesight requirements set out in the highway code;
- Ensure that they know what action to take to ensure their own safety following a breakdown of their vehicle;
- Ensure that any accident in which police, ambulance or fire services are involved is advised to the company as soon as possible;
- Ensure that regular rest breaks including appropriate refreshments are taken to avoid fatigue; and
- Ensure that sufficient time is given to take account of any adverse weather conditions.