

JDR.

Just Dynamic Recruitment

Health & Safety Policy

POLICY STATEMENT

The Company complies with the Health and Safety at Work etc. Act 1974 (and Regulations made under it) to fulfil its legal obligations, and to take appropriate care for the health and safety of its employees.

The Company exceeds the minimum requirements of the law where practicable and provides sufficient resources to meet its commitments. The Company implements systems to maintain, monitor and, where necessary, improve its safety performance. Through team meetings the Company communicates and consults on health and safety matters between all levels of the business.

In return, you are expected to exceed your minimum legal duties, which are given later in the Organisation and Arrangements sections of this policy. This includes co-operating with the Company on safety matters and taking care for your own safety and that of others (from within or outside the Company) who may be affected by your actions.

The Company provides any information, instructions, training or supervision necessary to ensure you can perform your job safely.

In fulfilling its responsibilities, the Company:

- provides adequate resources to ensure competent guidance, including information, instruction, training and supervision on health and safety
- provides a safe and healthy environment for all employees, visitors and contractors on its premises
- provides and maintains plant and systems of work that are, so far as reasonably practicable, safe and without risk to health
- maintains its workplace in a condition that is, so far as reasonably practicable, safe and without risk to health
- maintains proper measures for fire protection and firefighting, and systems of evacuation in an emergency
- ensures, so far as is reasonably practicable, the safe use, handling, storage and transport of articles and substances where necessary
- establishes and observes operating procedures which protect its employees and promotes safe working and efficient operating procedures
- carries out periodic risk assessments and health and safety reviews.

ORGANISATION

The Managing Director holds overall responsibility for resources and the successful management of health and safety within the Company. This includes ensuring that this policy remains dynamic and current

Directors are responsible for ensuring the implementation of health and safety procedures in their business units, supported by the Compliance Team. They ensure that the health and safety systems are successfully communicated and administered, forming an integral part of the overall terms and conditions of contracts of employment. They ensure that all employees receive suitable and sufficient health and safety information, instruction and training to allow them to carry out their job functions with due regard to their own and others' safety. They hold responsibility for consultation with employees over:

- the introduction into the workplace of any measure which could substantially affect the health and safety of employees
- assisting the Compliance Team in supporting the implementation of the Company's health and safety obligations
- any health and safety information which we are legally obliged to provide
- the planning and organisation of health and safety training
- the health and safety consequences of new technologies introduced into the workplace.

The Compliance Team is responsible for the management and monitoring of the health and safety systems. Managers are responsible for monitoring and maintaining safe working practices and procedures within their areas of control. This includes identifying and meeting specific health and safety training needs, receiving information from employees about any unsafe acts or conditions which they observe and recording any accidents or near misses in the accident book. In the absence of a First Aider, they are responsible for ensuring that the first aid box is kept fully stocked. Employees are responsible for taking reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work; and as regards any health and safety duty or requirement imposed on the Company, for co-operating to enable that duty or requirement to be performed or complied with. Allocated Fire Wardens (or, where there is no Fire Warden, Managers) are responsible for ensuring that effective fire and emergency procedures are formalised, implemented, monitored and recorded. The Compliance Team is responsible for co-ordinating the risk assessment programme. The Company provides adequate first aid facilities for its employees. Where appropriate allocated First Aid Officers are responsible for ensuring that all first aid arrangements are in place; where there is no First Aider the Manager will ensure that the first aid box is fully stocked. The Compliance Team are responsible for managing COSHH audits.

ARRANGEMENTS

To ensure good practice in health and safety at work, the Company requires the co-operation and encourages the involvement of all its employees and contractors, who all have a legal responsibility for the health and safety of themselves and others who might be affected by their activities. This includes fulfilling the duty under Section 8 of the Act not to interfere with or misuse anything provided in the interests of health, safety or welfare. A failure of employees to comply with these duties will be seen by the Company as a breach of discipline and will be dealt with accordingly. Failure of contractors to comply with these duties may lead to the termination of their contract for services.

(i) General safety rules

- (a) No task is so important that it cannot be carried out safely.
- (b) Never attempt a task if you are not sure you understand the instructions and can carry them out safely.
- (c) Always maintain a clean and safe work area. Housekeeping and an orderly workplace save you time and effort.
- (d) If you observe an unsafe act or condition or see what you think is an unsafe act or condition, report it to your manager as soon as possible, and immediately take steps to correct it or ask your manager to rectify it.
- (e) Silence is consent. You will be taken to have agreed to an unsafe condition if you do not comment on it and you continue working.
- (f) Certain jobs require you to wear protective clothing and equipment. Sometimes the law says that you must wear it. Always wear any personal protective equipment required for the job that you are doing, and if you are not sure which equipment to use then ask your manager before you start working. Keep it in good condition, replacing it as and when necessary.
- (g) You must ensure that all cleaning materials or other potentially hazardous substances are correctly stored and are used in compliance with manufacturers' instructions to reduce the risk of injury or danger to health. All waste or by-products must be properly disposed of.
- (h) Only use, adjust, alter or repair equipment if you are authorised to do so.
- (i) If you, or the equipment you operate, are involved in an accident – regardless of how minor – report it immediately to your manager and to a First Aider, if there is one on site. Get first aid attention promptly. You must also report all near-miss incidents to your manager. All incidents are to be reported to the Compliance Team.
- (j) Obey all rules, signs and instructions. If you are unsure what they mean, ask!

(ii) Examples of breaches or infringements of the Safety Rules

Some examples of breaches and infringements are shown below (this list is not exhaustive):

Fire exit routes and doors blocked by crates, files or equipment, or fire doors wedged open. Missing or defective fire extinguishers. Extinguishers or hose reel cupboards blocked. Accumulation of combustible waste. Trailing electrical cables, overloaded sockets, makeshift connections, broken lights, insufficient lighting levels. Broken furniture, jagged edges, protruding nails, loose floor or ceiling tiles. Broken glass. Slippery or wet floors. Containers of hazardous chemicals left on office floors. Poor standard of lavatories, washbasins, carpets. Evidence of mice, mites etc. Irregularities in food handling, dirty vending machines, perishable goods, foods, dirty plates, etc., left under desks. Contractors' equipment, ladders, etc., left on staircases and in corridors.

As well as reporting breaches or infringements of the Health and Safety policy, you are encouraged to pass to your manager any recommendations you have for improving the arrangements.

(iii) Health and safety duties of employees and contractors

Apart from any specific responsibilities which may be delegated to you, as an employee or contractor

You must:

- (a) Make yourself familiar with and always conform to our health and safety policy, including staff assembly points and first aid facilities
- (b) Make yourself familiar with our health and safety practices, especially regarding fire drills, staff assembly points and first aid facilities
- (c) Observe safety regulations and signs at all times
- (a) Make yourself familiar with the emergency procedures relevant to your place of work
- (b) Report to your Manager all accidents or damage to property, whether anyone is injured
- (c) Report all hazards to your manager, who will also receive any suggestions that may improve health and safety within the Company
- (g) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- (iv) Company health and safety arrangements
- (a) Fire and emergencies

It is very important that you are fully aware of the procedures to follow during a fire. You should pay particular attention to the instructions of the fire or bomb evacuation procedures. Take the time once you have been shown to your desk to locate the nearest fire exit.

If you hear the fire alarm you must follow these rules:

Stop work immediately. Any unnecessary delays could have serious consequences.

Proceed to the nearest Fire Exit, unless otherwise instructed by the Fire Warden and go to the designated assembly point.

Do not stop to collect your personal belongings.

Ensure the door is closed if you are the last to leave your office.

Do not re-enter the building until the Fire Warden (or, in the absence of a Fire Warden, your manager) has advised you that it is safe to do so.

DO NOT USE THE LIFTS UNDER ANY CIRCUMSTANCES.

If you need help because you are disabled or pregnant or for any other reason, please alert the Fire Warden (or, in the absence of a Fire Warden, your manager).

(iv) Health and safety incident reporting policy

This procedure is adopted when any employee, visitor or contractor experiences an accident, near miss or dangerous occurrence on the company's premises. It addresses reporting and recording procedures for managers, employees and non-employees.

Definitions:

For the purposes of this policy, brief definitions and examples of an accident and a near miss are given below:

Accident:

An unplanned event which causes injury to persons, damage to property or a combination of both. Examples include:

An injury sustained from a slip, trip or fall

A break or loss of limb

Damage caused by lifting, pushing or pulling

Loss of life.

Near miss:

An unplanned event which does not cause injury or damage but could do so. Examples include:

Articles falling near to people

Short-circuits on electrical equipment

If someone is injured on company premises the following procedure should be adopted.

Obtain treatment for the injury from a First Aider or another appointed person.

Make the area safe following the incident (e.g. by using barriers, warning notices), to safeguard other personnel in the vicinity (except where the accident results in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority).

Enter details in the accident book.

Inform the injured person's manager (or a responsible person) of the incident.

Keep the company informed of any after-effects of the incident, including periods of total or partial incapacity for work.

An injury may be dealt with by a First Aider, or the situation taken under control by an appointed person. However, if an emergency arises, medical assistance, e.g. an ambulance, must be called at the first opportunity. Any serious incidents/accidents must be reported to Senior Management and the Compliance Team immediately.

All serious incidents/accidents/emergencies involving the health and safety of staff/visitors/contractors must be reported on a Company Incident Report form and emailed to the Compliance Team within 24 hours of occurrence (see below).

Reporting an accident or near miss

All accidents or near misses, no matter how small, must be logged in the office Accident Book as soon as possible after the event. The Compliance Team and Senior Management should be informed. Unless the company is informed of these incidents, it will be unable to take remedial action.

Injuries that occur whilst carrying out work duties off-site, must be reported in the same way and the occupier of the site should be advised accordingly.

If an injury renders an employee unable to make an entry in the Accident Book, a witness or someone who can enter an account of the incident should complete this. The employee's account must be entered as soon as possible after the event. All employees must ensure that they are aware of the location of the Accident Book.

Where an accident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent because of an accident at work must keep the company informed of their progress, up to and including a return to normal duties.

(vi) Reporting an accident/incident to the HSE

Please refer to the published JDR Incident reporting policy

If the accident results in over seven consecutive days of incapacity for work, it is reportable under RIDDOR 2013. The local enforcing authority must be informed on a prescribed form within 15 days.

Major incidents (as defined in RIDDOR 2013) must also be reported to the enforcing authority immediately.

If an injury occurs to a member of the public on company premises, which results in their removal from site for hospital treatment, it must be reported immediately to the Compliance Team.

The Manager must keep records of any developments to the injured person's health, up to and including a return to normal duties. They must also check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

Please note: this procedure is for reporting incidents that happen on JDR's premises only. Should an agency worker be injured on a client's premises it is the client's responsibility to report this. Any such incidents should be reported to Senior Management.

(vii) Accident reporting procedure — visitors/contractors

Any non-employee who is involved in an accident or near-miss incident whilst on company premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that company procedure is adhered to.

All injuries, however minor, must be reported in the Accident Book. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

Please note: the Operations Manager or responsible person is required to assist contractors and visitors in complying with company policy regarding accident reporting whilst on company premises.

(viii) Completing a Company Health and Safety Incident Report form

A Company Health and Safety Incident Report form must be completed as soon as possible after any incident occurring on company premises, to maintain the accuracy of reporting and ensure the appropriate health and safety measures are taken by the Compliance Team. The form should be completed by the most senior member of staff present at the time of the incident and should include as much detail as possible. Once completed the form should be emailed to the Compliance Team.

The Compliance Team will complete the remaining sections of the form as part of an investigation into the incident and any action taken will be recorded. A review of the existing workplace risk assessments and safe systems of work will take place considering the investigation results.

Copies of the Company Health and Safety Incident Report form are available from the Compliance Team.

(ix) Accident investigation

The Compliance Team will contact the relevant Manager and complete a full investigation of the incident including speaking to witnesses and reviewing statements.

A review of existing workplace risk assessments and safe systems of work considering the accident investigation results will be undertaken. Any changes required because of the investigation will be implemented as soon as is reasonably practicable. The Company's procedures for investigating workplace accidents and hazardous substance exposures include:

Interviewing injured workers and witnesses

Examining the workplace for factors associated with the accident/exposure

Determining the cause of the accident/exposure

Taking corrective action to prevent the accident/exposure from recurring

Recording the findings and actions taken.

(x) Appointment and qualifications of First Aiders

The Company provides adequate first-aid facilities for all its employees. Allocated First Aiders are responsible for ensuring that all first-aid arrangements are in place, and that all relevant notices and records are maintained. Where there is no First Aider the Manager will ensure that the first-aid box is fully stocked, and that relevant notices and records are maintained. Any member of staff who wishes to be a First Aider should contact the Compliance Team, who will source an HSE-approved training course.

A record of all first aid treatments is not specifically required by legislation but is advisable to log in the Accident Book any first aid which is administered.

(xi) Display screen equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 have been designed to help you use your equipment properly. Follow these guidelines to ensure your workstation is best positioned for you. Users of Display Screen Equipment should complete the Display Screen Equipment Self-Assessment Form, which is available from the Compliance Team.

Workplace layout

Make sure your display screen and peripheral equipment are positioned in a practical and safe position on or around your desk, which enables you to undertake any VDU tasks required, and allows you to continue with the other essential elements of your work.

Chair adjustment

Adjust your chair to the correct height and seat angle to suit your build. The best position is achieved as follows:

Adjust the angle of the chair back to allow you to sit up straight, forming the natural shape to your back.

Alter the seat height to a level that leaves your forearms approximately horizontal when working with your keyboard.

When you are seated, both of your feet should be flat on the floor. If they are not, you may need a footrest. Do not sit with your legs crossed.

Keyboard

Position your keyboard on your desk to enable full access to all keys without the need to lean forward or to extend your arms away from your body, and to avoid holding your wrists awkwardly. Ideally there should be a space between the keyboard and the front edge of your desk for hand/wrist support. Alternatively, you may need a purpose-built hand/wrist support.

Your keyboard should be tilt-able to allow you to find a comfortable working position.

Screen adjustment

Your screen should have swivel and tilt facilities to enable you to achieve a posture where the top of your screen is approximately level with your eyes and inclined at an angle of 15° to 20°. By careful adjustment of your chair height and the screen tilt, you should be able to maintain a natural and relaxed posture.

There should be no screen 'flicker'. Adjust the screen colours, brightness and contrast controls to best suit your eyesight preferences. It is better to have good contrast of light characters on a dark background or dark characters on a light background rather than light characters on a light background.

Plan your work to provide natural breaks between the various activities you undertake at your workstation. The breaks are important, and you should try to alternate display screen work with clerical duties and other activities which require you to move around away from your screen.

Eyes and eyesight tests

There is no reliable evidence that working with display screen equipment causes any permanent damage to eyes or eyesight, but it may make users more aware of any pre-existing vision defects.

If you habitually use display screen equipment as a significant part of your normal work, you may claim an eyesight test at the Company's expense. The test must be carried out by a registered ophthalmic optician. The Company will reimburse costs on production of a valid receipt: please contact your manager for details.

(xii) Visitors and contractors

Visitors and contractors must be always accompanied unless otherwise agreed. They are expected to abide by our rules regarding health and safety, which includes taking reasonable care for their own health, safety and welfare and that of any other person who may be affected by their acts or omissions at work, and co-operating with their host.

Visitors and contractors should be informed by their host that:

They should report any hazards spotted to their host immediately.

They should observe all signs and instructions regarding health and safety.

They should not operate any machinery or vehicle unless authorised to do so.

All accidents or incidents, however minor, occurring on the premises must be reported.

(xiii) Hazardous substances

If hazardous chemicals are received on the premises, the Company's receipt of hazard data sheets will be recorded. In these circumstances the Company will conduct assessments for the processes in which the hazardous substances are used, including who will use them and when they are to be used. The Company's handling procedures and instructions will be written down, and training records will be completed to demonstrate that staff have been told how to use materials safely. Any such training will include what to do in an emergency, such as a chemical spillage.

(xiv) Lone working and protection from violence

If you unavoidably must work alone, or if a situation could pose a threat to you, your manager will discuss with your arrangements for maximising your safety. These arrangements vary, depending on the circumstances, but may involve:

Keeping the door always locked

Not allowing access to anyone you don't know, or anyone who does not have a pre-arranged appointment

Making you fully aware of emergency measures, e.g. in the event of fire

Checking that you have no medical condition which means that it is unsuitable for you to work alone

Identifying potentially threatening situations in advance so that the risks can be minimised

Giving you telephone numbers to contact in an emergency

Maintaining regular contact with you

Ensuring that you have access to the first aid kit.

(xv) Visiting other places of work

If you visit other places of work on behalf of the Company, e.g. on client visits, you must comply fully with any further health and safety rules notified to you. You are responsible for obtaining these rules and complying with them.

(xvi) Personal protective equipment

The Company has a policy of, and accepts responsibility for, issuing all necessary personal protective equipment to its employees. You must not misuse this equipment and must use it correctly with the given instructions.

(xvii) Risk assessments

The Company assesses and monitors its workplace and operations to ensure that it is aware of any risks to the health and safety of those who may be affected by its activities. To achieve this the Company carries out formal risk assessments and takes action to eliminate or reduce to an acceptable level any unacceptable risks.

(xviii) Pregnant workers

If an employee formally informs the Company that she is pregnant, her manager conducts a Maternity Health assessment available from the Compliance Team and implements any necessary reasonable adjustments to accommodate her maternity at work. If you are pregnant, you must not lift, push or pull any package which weighs five kilogrammes or more.

(xix) Manual handling

The Company aims to ensure that you do not undertake any manual handling operations at work which involve a risk of injury. Where this is not reasonably practicable, the Company assesses manual handling operations, eliminates the hazard or reduces it to an acceptable level, and provides you with information, instruction and training as necessary.

(xx) Electricity at work

The Company maintains its electrical systems, including building installations and portable electrical appliances, to prevent danger so far as reasonably practicable.

(xxi) Safeguarding property

It is your responsibility to take every reasonable precaution to safeguard your personal property.

(xxii) Smoking policy

The Company operates a smoke-free workplace including the use of electronic cigarettes. In certain areas of the Company smokers may be allowed to use limited areas, or to smoke outside the building. Breach of the smoking policy may result in disciplinary action.

4 Review

This policy and the way it is operated will be reviewed at least annually and more often if there are significant changes in the business or the management structure. Any revision necessary to improve safety performance will be made and then reported to employees.

Policy Owner:	Katie Barrett
Approved By:	Emma Irvine
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