



POLICIES AND PROCEDURES

Section HUMAN RESOURCES	Subject HEALTH AND SAFETY POLICY
Date 01/07/2025	Review Date 01/07/2026
Issuing Department HR	Page Number 1 OF 11
Applicability Code ALL DIVISIONS	Contact Amanda Wrisdale

Health and Safety Policy Statement

It is the policy of Barker Ross Recruitment to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Barker Ross Recruitment's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training, and supervision as is necessary to implement the policy and achieve the stated objective.

Barker Ross Recruitment recognise and accept its duty to protect the health and safety of all visitors to the company, including contractors and temporary workers on site, as well as any members of the public who might be affected by its operations.

While the management of Barker Ross Recruitment will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.

The management of Barker Ross Recruitment will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their Branch Health & Safety Co-ordinator or the HR Manager. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well-being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the HR Manager. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Barker Ross Recruitment Limited's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur.

Barker Ross Recruitment and its sub brands are trading names of Barker Ross Staffing Solutions, Barker Ross Recruitment Ltd, Cardea Resourcing and Talent HCM.

A handwritten signature in black ink, appearing to read 'P Ross', with a horizontal line drawn underneath it.

P Ross
Date : 1st July 2025

A handwritten signature in black ink, appearing to read 'A Wrisdale', written in a cursive style.

A Wrisdale
Date : 1st July 2025

Organisation and Arrangements

1.0 Safety Personnel

- 1.1 The person with overall and final responsibility for health and safety in Barker Ross Recruitment is the Chief Executive, Paul Ross.
- 1.2 The person responsible for overseeing, implementing, and monitoring the policy is the HR Manager Amanda Wrisdale
- 1.3 Please contact your local office to find out who the Health and Safety co-ordinator is.

2.0 Communication

- 2.1 The management of Barker Ross Recruitment will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. Barker Ross Recruitment communicates with its employees in writing, in the form of directives and this policy statement, and by example.

3.0 Co-Operation & Care

- 3.1 If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.
- 3.2 All employees and contractors are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.
- 3.3 Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

4.0. Commitment to Eliminating Hazards and Reducing OH&S Risks

Barker Ross Recruitment is committed to maintaining a safe and healthy workplace by actively eliminating hazards and reducing occupational health and safety (OH&S) risks in line with the principles of ISO 45001. To support this commitment, Barker Ross Recruitment will:

- 4.1 Eliminate hazards where reasonably practicable by identifying unsafe conditions, activities, and behaviours and taking effective action to remove them.
 - 4.2 Reduce OH&S risks through structured risk assessment processes, application of the hierarchy of controls, and continual monitoring of the effectiveness of implemented controls.
 - 4.3 Integrate hazard identification and risk reduction measures into core business processes, including planning, procurement, onboarding, and change management activities.
 - 4.4 Promote a culture that encourages workers to report hazards, participate in safety discussions, and contribute to improving workplace health and safety.
 - 4.5 Allocate the resources, training, and leadership commitment necessary to support effective hazard elimination and risk management.
 - 4.6 Continuously improve the OH&S management system by reviewing performance, learning from incidents, and implementing timely corrective actions.
- This commitment underpins Barker Ross Recruitment's objective to prevent injury and ill-health and uphold safe working conditions at all times.

5.0 Safety Training

- 5.1 Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of Barker Ross Recruitment that if a job is not done safely then it is not done effectively.
- 5.2 All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the formulation of emergency contingency plans.
- 5.3 Training sessions will be held at Inductions or as often as is deemed necessary.
- 5.4 The personnel with the overall responsibility for safety training is detailed below:

Job Title Name Department

HR Manager, Amanda Wrisdale All Branches

6.0 Workplace Inspections

- 6.1 It is the policy of Barker Ross Recruitment to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.
- 6.2 Inspections of the workplace will be conducted by the Branch Health & Safety Coordinator. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.
- 6.3 Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.
- 6.4 Risk assessments will be completed as required and safe working practices put together because of these findings.

7.0 Work Equipment

- 7.1 It is the policy of Barker Ross Recruitment to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.
- 7.2 Barker Ross Recruitment will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.
- 7.3 All workers will be provided with adequate information and training to enable them to use work equipment safely.
- 7.4 The use of any work equipment which could pose a risk to the well-being of persons in or around the workplace will be restricted to authorised persons.
- 7.5 All work equipment will be maintained in good working order and repair.
- 7.6 All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.
- 7.7 All work equipment will be clearly marked with health and safety warnings where appropriate.

8.0 Manual Handling Operations

- 8.1 It is the policy of Barker Ross Recruitment to comply with the law as set out in the Manual Handling Operations Regulations 1992. (as amended)
- 8.2 Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.
- 8.3 Where it is not possible to avoid manual handling operations an assessment of the operation will be made considering the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.
- 8.4 All possible steps will be taken to reduce the risk of injury to the lowest level possible.

9.0 Display Screen Equipment

- 9.1 It is the policy of Barker Ross Recruitment to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.
- 9.2 Barker Ross Recruitment will conduct health and safety assessments of all workstations staffed by employees who use VDU screens or DSE Equipment as part of their usual work.
- 9.3 DSE users will be allowed periodic breaks in their work.
- 9.4 Eyesight tests will be reimbursed for DSE users on presentation of a receipt.
- 9.5 Where necessary DSE users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.
- 9.6 All DSE users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

10.0 Control of Hazardous Substances

- 10.1 It is the policy of Barker Ross Recruitment to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 (as amended)
- 10.2 A CoSHH assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.
- 10.3 Barker Ross Recruitment will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.
- 10.4 All workers who come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.
- 10.5 Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

11.0 New or Expectant Mothers

- 11.1 It is the policy of Barker Ross Recruitment to comply with all relevant Health and Safety legislation relating to Pregnant Workers.
- 11.2 In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and / or working hours will be adjusted so as to avoid the risk. Where this is not reasonable the employee(s) concerned will be suspended from work on full pay.

12.0 Fire Safety

- 12.1 Barker Ross Recruitment 's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace.
- 12.2 Barker Ross is responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing fire fighting, prevention, and protection equipment and for advising on safe practices and procedures.
- 12.3 The person(s) with responsibility for the maintenance and testing of fire alarms and firefighting equipment is Amanda Wrisdale.
- 12.4 All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).
- 12.5 All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.
- 12.6 The Branch Health & Safety Co-ordinator is responsible for the provision and maintenance of fire prevention and detection equipment.
- 12.7 All personnel are responsible for keeping their operating areas safe from fire.

13.0 Detection Equipment

Detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any employee present to raise and activate the alarm and evacuate themselves from the building.

14.0 Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

15.0 Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

16.0 Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

17. Drugs, Alcohol and Smoking at Work

17.1 The Company is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work

The Company therefore aims to promote a healthy environment to minimise such problems, identify employees with possible problems at an early stage and offer all employees known to have alcohol or drug problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary. Employees are encouraged to approach a nominated Partner to seek advice and assistance where appropriate. All information will be treated in utmost confidence. Should any employee suspect that a fellow worker including Management is affected by over indulgence in alcohol or any other substance the Directors requests that an approach is made to the nominated Partner and he is informed of the details. The nominated Partner will treat the information confidentially and be tactful in his endeavour to provide advice and assistance to the effected employee.

17.2 Smoking is prohibited within the companies' premises, except in certain designated outside areas.

17.3 The company provides receptacles for smokers to dispose of cigarette butts and other smoking waste at all outside locations where smoking is allowed.

18.0 Emergency Evacuation Procedure

18.1 In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point

18.2 At least once a year there will be an emergency escape drill to ensure employee familiarity with emergency evacuation procedures and to comply with the Regulatory Reform (fire safety) Order 2005.

19.0 Accident Investigation & Reporting

19.1 It is the policy of Barker Ross Recruitment to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).

19.2 Barker Ross Recruitment sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Managing Director or a person appointed by the Managing Director detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

19.3 All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

19.4 The completed report will then be submitted to and analysed by the Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

19.5 A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

20.0 Accident Procedure

- 20.1 First aid stations are located in areas where personnel are concentrated around the workplace. All first aid stations are clearly marked and are easily accessible by all employees during all working hours.
- 20.2 One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.
- 20.3 The Branch Health & Safety Co-ordinator is responsible for reporting all cases of accident and disease to the Branch Health & Safety Co-ordinator. All near misses should also be reported.
- 20.4 Accident records are compiled and stored by the Branch Health & Safety Co-ordinator.
- 20.5 The HR Manager is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 2013 Regulations where applicable.

21.0 General

- 21.1 All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
- 21.2 All employees shall immediately report any unsafe practices or conditions to the relevant Management
- 21.3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
- 21.4 Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
- 21.5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
- 21.6 Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- 21.7 All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
- 21.8 No worker should undertake a job which appears to be unsafe.
- 21.9 No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- 21.10 All injuries must be reported to the HR Co-ordinator Manager or a delegated representative.

22.0 Working Environment

- 22.1 Work sites must be kept clean and tidy.
- 22.2 Any spillage must be cleaned up immediately.
- 22.3 Waste materials and rubbish must be removed routinely.

23.0 Walkways

- 23.1 Walkways and passageways must be kept clear from obstructions at all times.
- 23.2 If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
- 23.3 Trailing cables are a trip hazard and should not be left in any passageway.
- 23.4 Any change in the floor elevation of any walkway or passageway must be clearly marked.
- 23.5 Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
- 23.6 Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

24.0 Tool and Equipment Maintenance

- 24.1 Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
- 24.2 It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
- 24.3 All tools must be properly and safely stored when not in use. No tool should be used without the manufacturers recommended shields, guards, or attachments.
- 24.4. Approved personal protective equipment must be properly used where appropriate.
- 24.5 Persons using machine tools must not wear clothing, jewellery, or long hair in such a way as might pose a risk to their or anyone else's safety.
- 24.6 Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

25.0 Manual Handling

- 25.1 Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- 25.2 The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
- 25.3 When lifting or moving a load with sharp or splintered edges gloves must be worn.
- 25.4 The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
- 25.5 Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
- 25.6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
- 25.7. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.
- 25.8 An assessment of all potentially hazardous manual handling operations will be carried out by a competent person in line with the Manual Handling Regulations 1992.
- 25.9 Manual Handling training (including kinetic handling techniques) is to be provided to all employees reasonably expected to carry out manual handling activities as part of their general work activities.

26.0 Work at Height

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g., facilities managers or building owners who may contract others to work at height) to the extent they control the work.

The Regulations require duty holders to ensure:

- 26.1 All work at height is properly planned and organised.
- 26.2 All work at height takes account of weather conditions that could endanger health and safety.
- 26.3 Those involved in work at height are trained and competent.
- 26.4 The place where work at height is done is safe.
- 26.5 Equipment for work at height is appropriately inspected.
- 26.6 The risks from fragile surfaces are properly controlled; and
- 26.7 The risks from falling objects are properly controlled.

Staff must:

- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.

- ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable.
- plan for emergencies and rescue.
- take account of the risk assessment carried out under regulation.

27.0 Young Persons

All risks to young persons (under 18 years old) will be assessed before they start work, considering their inexperience, lack of awareness of existing or potential risks, and immaturity, specific factors in the risk assessment will be addressed. Information will be provided to the parents of school age children about the risks and control measures introduced. Account will be taken of the risk assessments to determine whether the young person should be prohibited from certain work activities, except when they are over minimum school leaving age, and it is necessary for their training and: - where risks are reduced so far as is reasonably practicable, and where proper supervision is provided by a competent person, in compliance with the Management of Health and Safety at Work Regulations 1999.

28.0 Mental Health and Wellbeing

We recognise that mental health and stress are associated with many leading causes of disease, ill health and disability in society and is committed to the protection and promotion of the mental health and wellbeing of all staff.

We shall continuously strive to improve the mental health environment and culture of the company by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.

We shall as far as is reasonably practicable, promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing at all levels, ensuring they are developed and implemented across all departments, evaluated and reviewed as appropriate.

To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills the organisation will:

- Reduce discrimination and stigma by increasing awareness and understanding
- Complete an employee survey to identify mental health needs
- Give employees information on and increase their awareness of mental wellbeing.
- Include information about the mental health arrangements in the staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
- Promote the Five Ways to Wellbeing concept
- Provide systems that encourage predictable working hours, reasonable workloads, and flexible working practices where appropriate.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training, and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying, harassment, discrimination, and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.
- Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation, and adequate facilities for rest breaks.
- Promote and support opportunities to enhance professional development, identified through an appraisal process.
- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

To provide support for employees experiencing mental health difficulties:

- Ensure individuals suffering from mental health problems are treated fairly and consistently.
- Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work.
- Give non-judgemental and pro-active support to individual staff that experience mental health problems such as counselling, Cognitive Behavioural Therapy (CBT) etc.
- Ensure employees are aware of the support that can be offered through occupational health, their own GP, or a counsellor.
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

To encourage the employment of people who have experienced mental health problems:

- Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues, The Equality Act and are trained in appropriate interview skills.
- Ensure all supervisors have information and training about managing mental health in the workplace.

To recognise that workplace stress is a health and safety issue:

- Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress
- Provide training in good management practices
- Provide confidential counselling and adequate resources.
- Align with other relevant policies such as physical activity, alcohol, and absence management

All employees will be made aware of the organisation's mental wellbeing arrangements.

Regular updates will be provided to all employees.

Employees participating in any mental wellbeing activities will be asked for feedback.

29.0 Working Hours and Out of Hours Working

In line with the Working Time Regulations 1998, the Company will ensure that hours worked by all employees are monitored and recorded and that where employees are required to work longer hours than the stated maximum, it is with their full agreement. In addition, the required rest periods and breaks shall be arranged along with the appropriate holiday entitlement.

Where employees are required to work outside of normal working hours, special attention will be paid to need for their safety in respect of lighting access and egress and the need for supervision for employees working on their own in isolated areas of the workplace. Procedures will be set in place i.e. communication to ensure that the emergency services can be summoned if necessary.

30.0 Electromagnetic fields and related sources of EMF hazards in the workplace

As a company we will identify and assess the nature of exposure to any source of EMF (Electromagnetic Field) as required under the Control of Electromagnetic Fields at Work Regulations 2016. Sources that have been identified as being at or over the HSE defined action levels as outlined in the document HSG 281 will be risk assessed and controls to reduce the potential for contact and exposure will be implemented in line with the schedule 1 Principles of Prevention (MHSWR 1999).

Where staff or those with which we work have any known or potential conditions that may make them more susceptible to effects from EMF exposure (such as their wearing of active implanted medical devices (AIMDs), passive implanted medical devices (PIMDs) or body-worn medical devices (BWMDs) or of their pregnancy, additional risk assessment will be undertaken and if required a proportionate level of health surveillance will be provided.

31.0 Ionising Radiation Regulations 2017

What is radon?

Radon is a colourless, odourless radioactive gas. It is formed by the radioactive decay of the small amounts of uranium that occur naturally in all rocks and soils.

Why is it a risk to our health?

Radioactive elements decay and emit radiation. Any exposure to radiation is thought to be a risk to health - radiation is a form of energy and can cause damage in living tissues increasing the risk of cancer. (

<https://www.bre.co.uk/radon>)

As a company we will identify if our premises in question is in an Affected Area and if necessary assess the nature of exposure to any source of radon we will ensure that radon surveys will be conducted in any building or basement where its location and characteristics suggest that elevated levels may be found and significant exposures to employees and/or other persons are possible. Inexpensive surveys will be carried out by leaving small plastic passive detectors in rooms of interest.

Where radon levels are satisfactory, the company will simply keep a record of the results and review them after around ten years or if there are significant changes to the workplace structure or use.

Legislation requires employers to act if radon levels exceed the workplace threshold, if this is the case then the company will appoint a Radiation Protection Adviser with radon experience about how best to manage radon exposures if required.

For more information please refer to the Radon Council Website: <http://www.radoncouncil.org/>

32.0 PPE

Under PPER 2022, the types of duties and responsibilities on employers and employees under PPER 1992 will remain unchanged but will extend to limb (b) workers.

Definitions of limb (a) and limb (b) workers

In the UK, section 230(3) of the Employment Rights Act 1996's definition of a worker has 2 limbs:

Limb (a) describes those with a contract of employment. This group are employees under the Health and Safety at Work etc. Act 1974 and are already in scope of PPER 1992

Limb (b) describes workers who generally have a more casual employment relationship and work under a contract for service – they did come under the scope of PPER 1992

PPER 2022 draws on this definition of worker and captures both employees and limb (b) workers:

“worker” means ‘an individual who has entered or works under –

(a) a contract of employment; or

(b) any other contract, whether express or implied and (if it is express) whether oral or in writing, whereby the individual undertakes to do or perform personally any work or services for another party to the contract whose status is not by virtue of the contract that of a client or customer of any profession or business undertaking carried on by the individual, and any references to a worker's contract shall be construed accordingly.’

General duties of limb (b) workers

Generally, workers who come under limb (b):

- carry out casual or irregular work for one or more organisations'
- after 1 month of continuous service, receive holiday pay but no other employment rights such as the minimum period of statutory notice
- only carry out work if they choose to
- have a contract or other arrangement to do work or services personally for a reward (the contract doesn't have to be written) and only have a limited right to send someone else to do the work, for example swapping shifts with someone on a pre-approved list (subcontracting)
- are not in business for themselves (they do not advertise services directly to customers who can then also book their services directly)

If PPE is required, employers must ensure their workers have sufficient information, instruction, and training on the use of PPE.

A limb (b) worker will have the duty to use the PPE in accordance with their training and instruction, and ensure it is returned to the storage area provided by their employer.

PPER 1992 places a duty on every employer in Great Britain to ensure that suitable PPE is provided to 'employees' who may be exposed to a risk to their health or safety while at work. PPER 2022 extends this duty to limb (b) workers.

What this means for limb (b) workers

If a risk assessment indicates that a limb (b) worker requires PPE to carry out their work activities, we the employer must carry out a PPE suitability assessment and provide the PPE free of charge as we do for employees.

We will be responsible for the maintenance, storage, and replacement of any PPE we provide. As a worker, you will be required to use the PPE properly following training and instruction from your manager. If the PPE you provide is lost or becomes defective, you should report that to your manager.

Please note: These changes do not apply to those who have a 'self-employed' status.

We will ensure that there is no difference in the way PPE is provided to our workers, as defined by PPER 2022.

We will assess the risk and ensure suitable PPE is provided, when needed, to all people that fall under the definition of worker.

33.0 Coronavirus

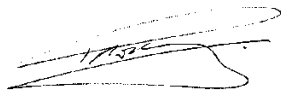
The coronavirus Act is no longer in place.

Please refer to our separate Coronavirus Health and Safety Policy for details of how we as a company provide clear guidance and the steps the Company will take to limit the spread of the disease.

34.0 Health and Safety Policy and Procedures Review

The Health and Safety Policy and Procedures will be subject to regular monitoring to ensure the effectiveness of preventative and protective measures and reviewed as necessary. Employees are encouraged bring to the attention of their immediate manager any areas which in their opinion appears inadequate, such comments will be passed on to the HR Manager for consideration and review. The Chief Executive is committed to constant improvement in safety performance throughout the organisation. Review of this Policy and associated procedures will occur at least annually, provision will also be made for review in the event of the introduction of new legislation, the amendment of existing legislation, codes of practice or guidance notes.

Risk Assessments, and CoSHH Assessments will be reviewed annually unless a situation arises which Barker Ross Recruitment Chief Executive or HR Manager believe a review is required i.e., changes to procedures, new equipment or accident / incident.



Paul Ross
Group Chief Executive
For and on behalf of Barker Ross Recruitment
July 2025