

Health & Safety Policy

Purpose

The Recruitment Group (TRG) is dedicated to maintaining a safe and healthy work environment for all employees, candidates, contractors, consultants, and other third-party individuals. This policy outlines our commitment to health and safety and provides guidelines on how to respond in the event of a fire.

Scope

This policy applies to all individuals who work for or on behalf of The Recruitment Group and covers all TRG premises and work-related activities.

Health and Safety Responsibilities

Management Commitment: TRG's management is committed to providing and maintaining a safe and healthy working environment. They will allocate adequate resources, set objectives, and ensure compliance with health and safety laws and regulations.

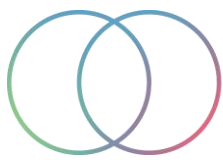
Employee Responsibilities: All employees and individuals working on behalf of TRG must actively participate in maintaining a safe workplace, follow safety rules and procedures, and report any hazards, incidents, or unsafe conditions promptly.

Consultation: TRG will engage employees and involve them in health and safety discussions, decision-making, and risk assessments to ensure that their views and concerns are considered.

Training: TRG will provide appropriate health and safety training to employees and individuals as needed to perform their job safely.

Statement of intent

- The Managing Director has overall responsibility for the formulation, implementation and development of the Health and Safety Policy for The Recruitment Group branches and is committed to ensuring, so far as is responsible practicable, the health, safety and welfare of employees and others who may be affected by its undertakings.
- The implementation of this Policy will contribute to business performance by reducing injuries and ill health and reducing unnecessary losses and liabilities. The effective management of health and safety is as essential as all other business objectives.
- The Management considers the assessment of foreseeable risks and the establishment of appropriate risk control measures as fundamental to controlling workplace hazards and achieving best practices. The application of legal requirements will be regarded as the minimum level of achievement.
- The Management is committed to effectively communicating information on health and safety matters to all those concerned, providing sufficient training to ensure competency of employees, and providing suitable expert advice where necessary.
- All employees and contractors are responsible for complying with their statutory health and safety obligations, and to do everything they can to prevent injury and ill health to themselves and others. Visitors are required to co-operate with the requirements of this Policy and pursuing progressive improvements in health and safety performance.



Organisation and Responsibilities

Managing Director

Paul Hipkiss has overall responsibility for the application of this policy and will ensure that health and safety is considered in all Company decision making. He shall ensure the provision of adequate financial and physical resource for the implementation of this Policy.

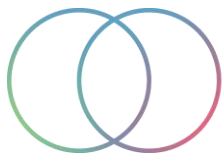
HR Business Partner

Stacy Bone has responsibility for health and safety and the implementation of this Policy, and pursuing progressive improvements in health and safety performance and shall ensure that:

- The Policy is reviewed annually and revised as necessary.
- Responsibilities for implementing the policy are assigned to relevant company personnel.
- The health and safety policy is effectively in place and resource are suitably The Recruitment Group branches / Head Office.
- A health and safety management system is in place and resources are suitably managed t for it to be effective;
- Targets and objectives are set that define the high level of health and safety performance within each Regional Manager's area of control.
- Provision is made at The Recruitment Group branches and other locations for the effective organising, planning and implementing of work necessary to meet the requirements of legislation and the health and safety management system.
- There is participation at all levels. Co-ordination of specialist advice and arrangements are established for keeping up to date with statutory requirements and continuous improvement of health and safety management.

Management

Managers and supervisors are responsible for safety in their particular area of work. Notwithstanding the existing of more senior persons with responsibilities for overall health and safety (eg Paul Hipkiss Managing Director) in no way alters or diminishes the responsibility of managers and supervisors for the health, safety and welfare of their subordinates, persons temporarily assigned to them – including candidates, visitors, contractors, and others who are their responsibility.



In particular Managers and Supervisors are responsible for:

- Understanding and implementing the company's Health and Safety Policy.
- Ensuring that any necessary health and safety improvements are implemented and that the appropriate training of staff in health and safety matters takes place.
- Ensuring the provision of adequate and appropriate First Aid arrangements and the appropriate training of First Aid Personnel.
- Investigating all adverse incidents, maintaining statutory records and reporting all RIDDOR accidents/incidents to the enforcing authorities within the prescribed timescales;
- Establishing and maintaining safety procedures and safe systems of work at least annually or as is required, reviewing all risk assessments and arrangements for health and safety within their area of responsibility;
- Maintaining statutory inspection of work equipment and records; and
- Ensure that employees are adequately trained in health and safety matters and those safe systems of work exist for all hazardous activities

All Employees

The Recruitment Group Employees are responsible for:

- Taking responsible care of themselves and others who may be affected by their acts of omissions at work.
- Complying with The Recruitment Group Policy and procedures provided, and appropriately reporting any shortcomings in safety arrangements.
- Promptly reporting any incidents or anything observed that may be unsafe and within the Company's training provided, considering the health and safety implications of any acts undertaken at work.
- Co-operating with their employers, their managers and others in the workplace in matters of health and safety and misusing or abusing anything that has been provided.

Visitors and Contractors

Any visitors to The Recruitment Group or contractors must be provided with an induction to the emergency procedures. Until the induction is completed, they should be accompanied at all times.

Health and Safety Assistance

The nominated 'Competent person' for the provision of advice on health and safety is Stacy Bone who will:

- Assist the Managing Director and other managers with health and safety related issues.
- Coordinate the Health and Safety policy throughout the Company.
- Inform managers of statutory requirements and legislative changes that affect The Recruitment Group and good safety management practices within sector.
- Attend management meetings as necessary to provide relevant information and report the findings of monitoring health and safety.

Arrangements for Health and Safety

The health and safety related procedures will set the minimum standards or provide guidance on how other aspects of health and safety should be controlled. To achieve an effective safety management system the following elements are provided.

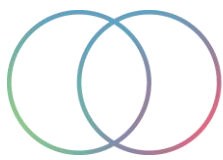
Training and Staff Selection

An assessment of required competency is to be carried out on the placement of all prospective staff and candidates. Competency is to be assessed with regard to the desired staff, experience, knowledge, and capabilities.

- All staff shall have the skills and experience to fulfil the roles and duties undertaken and are to be appraised to ensure they are capable of performing their tasks competently.
- The training needs of each employee are to be identified and developed into a training plan. Employees are to be provided with suitable and sufficient health and safety information, instruction, and supervision to enable them to perform their assigned tasks safely.

Risk Management

The Recruitment Group shall establish procedures for the identification of hazards, the assessment of work-related risks and the evaluation of appropriate control measures. The significant findings are to be recorded. All foreseeable risks are to be reduced to an acceptable level.



Communication

The Recruitment Group is to establish and maintain effective internal communication arrangements to ensure all staff are informed of development and necessary requirements concerning their health and safety.

Formal and informal team meetings are to be used for the pooling of knowledge and experience and to encourage co-operation between staff.

Effective methods of providing information and instruction to all employees are to be developed and implemented.

Emergency Procedures

Appropriate emergency plans and arrangements are to be implemented and rehearsed at each branch and Head Office. Plans are to be based on an assessment of foreseeable risks. The plans are to establish the means for detecting the initiation and location of an emergency, and coordinating with the emergency services,

First Aid

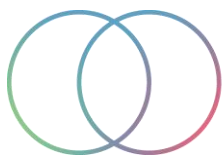
Each location shall ensure sufficient staff is trained as a Qualified First Aid or Appointed Person and that suitable first aid facilities are provided as determined by risk assessment and in accordance with relevant regulations.

Fire Precautions

The fire precautions, detection and management measures at each location are to be determined from an assessment of health and safety, and commercial risks. Provision is to allow for escape of all persons from fire without risk to their health and safety.

Fire Safety

- In the event of a fire, the safety of individuals is paramount. The following steps should be followed:
- **Raise the Alarm:** Upon discovering a fire or hearing the fire alarm, immediately alert others in the vicinity by shouting "Fire!" or activating the nearest fire alarm pull station. Ensure that everyone nearby is aware of the danger.
- **Evacuate Safely:** Exit the building calmly and quickly, following the designated escape routes and emergency exits. Do not use elevators during a fire evacuation.
- **Assist Others:** If it is safe to do so and without putting yourself at risk, assist anyone who may have difficulty evacuating, such as those with disabilities or mobility issues.
- **Close Doors:** Close any doors behind you as you leave. This can help contain the fire and prevent it from spreading.
- **Assemble at the Designated Meeting Point:** Proceed to the designated assembly point, which should be at a safe distance from the building and clear of emergency vehicle access routes. Do not re-enter the building until authorized by the fire authorities.
- **Do Not Re-enter the Building:** Under no circumstances should anyone re-enter the building until it has been declared safe by the fire authorities.
- **Report to Fire Wardens or Emergency Personnel:** Upon reaching the assembly point, report to fire wardens or emergency personnel and provide any relevant information about the fire, such as its location or potential hazards.
- **Follow Instructions:** Comply with any instructions provided by the fire wardens, emergency services, or TRG management.



Health and Safety Performance Management

Accident/Incident Reporting

It is the responsibility of all employees to report any accident or incident and ill-health arising out of work as soon as possible and record any such incident into the accident record book.

Notification of any such incident shall be forwarded to Stacy Bone to ensure that compliance with the Reporting of injuries, diseases and dangerous occurrences Regulations 1995 is complied with.

Company requirements for the reporting of accidents and incidents are to be complied with.

Suitable arrangements are to be established to ensure investigations are carried out and reported. The purpose of any investigation is to:

- Identify the root causes of an accident/incident;
- Prevent recurrence of the accident/incident;
- Communicating the findings and recommendations; and
- To ensure remedial actions are addressed and resolved.

Audits and Reviews

There are to be regular Safety Audits of the Company which will, in conjunction with location and self-audit, evaluate the adequacy and standard of implementation of this policy and the Health and Safety Management System.

The Recruitment Group is to periodically review its policies and procedures to ensure that they are effective and improved where necessary.

Records

All necessary legislative documents, licences and certificates are to be obtained and efficiently filed for immediate reference.

The Recruitment Group maintains records in order to demonstrate the compliance with its health and safety policy and objectives. Records of safety inspections, training, accident, and incidents are to be maintained and stored at Head Office