

Health & Safety Policy

Policy Statement

The Managing Director wishes to pursue a policy to promote Health & Safety at work and seek the co-operation of all employees. We will provide working conditions which comply with at least the relevant statutory requirements and officially approved codes of practice that are designed to ensure good standards of Health & Safety. We aim to provide the best practice, when possible, to do so.

In so far as it is reasonably practicable, we will ensure that:

- the working environment is safe and without risk to your health and that adequate provision is made regarding the facilities and arrangements for your welfare at work.
- we provide adequate resources to ensure that proper provision can be made for Health & Safety.
- risk assessments of equipment, premises, procedures, and processes are carried out and periodically reviewed.
- we provide and maintain systems of work that are safe and without risk to health.
- arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- we provide you with such information, instruction, training, and supervision as is necessary to secure your Health & Safety at work and the safety of others who may be affected by your actions.
- the provision and maintenance of all plant, machinery and equipment is safe and without risk to health.
- the place of work is safe and that there is safe access to and exit from the workplace.
- monitoring activities are undertaken to maintain agreed standards.

Management & Supervisory Responsibilities

- Line management are responsible for implementing and maintaining this policy throughout the organization and will ensure that Health & Safety considerations are given priority in planning and day to day supervision of work.

Employee Responsibilities

- You have a duty, whilst at work, to take reasonable care for the health and safety of yourself and of other people who may be affected by your acts or omissions and to co-operate with Nextra Recruitment in fulfilling its statutory duties. You must not interfere with, or misuse, anything provided in the interest of Health & Safety.

Accidents at Work – Accident Reporting

- All accidents, injuries, and cases of ill health caused by, or affecting, your work must be reported without delay. If you are injured, no matter how slight your injury may appear, you must always report it to your line manager and ensure that you are seen by a first aider and that the details of your accident or injury are entered in the accident book on site. If no accident book exists on site, then the accident book held at the Nextra Recruitment head Office will be used.
- All dangerous occurrences and 'near miss' incidents should also be reported in the same way.

- You must not work if you have taken medication or any other substance which could adversely affect your ability to operate plant or equipment or in any other way inhibit your ability to work safely.
- If you see a situation in which a potential accident could occur or where an injury could be sustained by anyone in the building you should report it immediately to the Site Facilities Manager and Nextra Recruitment management.
- You must report any damage to Nextra Recruitment or contractors' property
- You must read and comply with all notices, instructions, hazard & warning signs on site.

First Aid Provision

- All sites are required to have multiple employees (depend on individual sites) qualified to give first aid and they retain first aid boxes on site. A list of first aiders, together with their locations, is available on the site notice boards. Read these and be familiar with them. Should a client require Nextra Recruitment's staff to be first aiders the training will be arranged by Nextra Recruitment.

Reporting of Injuries, Diseases & Dangerous Occurrences Regulation 1995 (RIDDOR)

- Nextra Recruitment complies with RIDDOR, and training will be given to all employees when joining the company. If you have any queries, please contact a member of Nextra Recruitment management.

Emergency Procedure

Fire – General

- As far as is reasonably practicable we will take steps to minimize the risk of fire. Every site will have details of safe routes, muster points and appointed fire marshals

You are required to observe the following:

- Corridors, stairways, steps, and other escape routes must be kept free from obstructions (such as rubbish bags, deliveries, wrappings, equipment etc.) which block the escape and/or obscure alarm equipment, extinguishers or signs indicating fire exits
- Fire doors must never be propped open (with extinguishers or wedges of any kind). Access doors linked to the Fire alarm system will fail to secure (open) in the event of a fire alarm actuation.
- Any faults with lighting or other equipment should be reported to the Control Room on 0203 355 5392. Any concerns you may have about fire hazards should also be addressed to the Control Room, so that appropriate measures can be taken to minimize the risk.

In the Event of Fire

- Generally, in the event of fire, you should:
- Raise the alarm.
- Follow the specific building instructions in respect of evacuation and listen to instructions from your Fire Marshal.
- Attempts to extinguish the fire should only be made if it is safe to do so;
- Assemble at the designated fire assembly point.
- Do not run, use lifts, or stop to collect personal belongings.
- Do not re-enter the building until instructed that it is safe to do so by a fire marshal or the fire brigade

Bomb Alerts

- It is not possible to be prescriptive about what to do in the event of a bomb warning, but the following general rules should be observed:
- Do exactly what you are told by the emergency services, either directly or by building management.
- Do whatever is necessary and sensible to reduce the risk of injury, i.e., if there is a known bomb threat and you have not been told to evacuate the building, retire to the safest area within your building. This will normally be a building core area, away from the risk of broken/flying glass.
- If you are in the building out of normal working hours and an incident takes place, either directly affecting the building or in the close vicinity, the most senior person present must take responsibility for notifying the Nextra Recruitment management of the situation via the control room.
- If you are in the vicinity of an incident away from the office and your whereabouts or safety may be uncertain, please telephone your line manager.
- The safety of staff and visitors is always paramount. Never jeopardize personal safety in the interest of safeguarding property or information.
- If the building is seriously damaged because of a major incident which occurs outside normal office hours or at a time when you are not present in the building, you should not return to the building until you have received instructions from control room.
- If a major incident such as a terrorist incident has affected the building, you should contact the control room on 0203 355 5392. Controllers will give you an update on the incident and provide advice on any action you may need to take.

Working Time (Amendment) Regulations 2001

- The Regulations relate to limits on working hours and entitlements to rests. We want to ensure that we comply with them and will.
- monitor working hours and keep records of these.
- we may require you to keep a record of your working time and rests to assist the monitoring process

Visitors & Contractors

- We have a responsibility under the Health & Safety at Work Act (1974) to ensure that people who are not employees of Nextra Recruitment are not exposed to risks to their health & safety while working for Nextra or visiting our premises.

Manual Handling

- Nextra Recruitment complies with the law as set out in the Manual Handling Operations Regulations 1992. Methods of work are adapted where possible to minimize manual handling operations. In such cases alternative methods of lifting and carrying are sought.
- Employees are advised not to manually handle loads that they feel they may be incapable of moving safely.
- Where it is not possible to avoid manual handling operations, an assessment of the operation is undertaken by the Managing Director. The task, the size/weight of the load, the working environment and the capability of the operative should be considered during the assessment.
- Following this all-possible step will be taken to reduce any risk of injury to the lowest level.

Staff Welfare Facilities

- The management of Nextra Recruitment have a duty to ensure that workplaces are safe and suitable for employees and do not present any risks. Where possible the Managing Director will arrange with clients to ensure the use of Welfare facilities on their sites. As a minimum the following arrangements will be required:
- Toilet and washing facilities are available on site.
- Eating and rest facilities are available on site.
- Adequate lighting is available on site.
- Adequate heating/air conditioning is available on site.
- Suitable seating facilities are available on site.

Hazardous Substance Safety

- The company under COSHH (Control of Substances Hazardous to Health) Regulations 1996 will assess and control all substances hazardous to health.
- The risks associated with hazardous substances are considered for all work activities and if necessary, an assessment under COSHH will be undertaken by the Managing Director. Issue 02nd of January 2021.
- In any cases of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Accident Investigation

The company complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (R.I.D.D.O.R) and understands that accident investigation is valuable in the prevention of future incidents. All accidents / incidents are recorded and will be investigated by the management. Any action taken as a result of an investigation will be formally recorded.

Under RIDDOR Regulations the following incidents will be reported to the HSE (Health & Safety Executive) Incident Contact Centre:

- deaths;
- major injuries;
- over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury but could have done.

Personnel Protective Equipment Provision

- Appropriate personal protective equipment will be issued to employees free of charge as and when necessary for work activities. All personal protective equipment provided by Nextra Recruitment will be properly assessed prior to its provision, comply with the relevant British Standards, and maintained in good working order.
- Employees provided with personal protective equipment will receive comprehensive training and information on the use, maintenance, and purpose of the equipment. Employees must use all personal

protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

- Any defects or malfunction in equipment must be reported to the Director at the earliest opportunity.

Amendments to The Policy

- The Health & Safety Policy issued in January 2021 will be reviewed at least once a year unless required and will be amended and updated, as necessary. A copy of the updated policy will be supplied.

A small, square box containing a handwritten signature in black ink.

Signed: _____

Munhib Syed
Operations Director