

Health & Safety Policy

Company: Icon People Recruitment Ltd

Document Reference: IPR-POL-007

Version: 1.0

Issue Date: 15 July 2026

Review Date: 15 July 2027

Approved By: Managing Director

1. Purpose

Icon People Recruitment Ltd is committed to providing a safe, healthy and secure working environment for all employees, temporary workers, agency workers, contractors, clients and visitors.

The Company recognises that effective health and safety management protects people, supports business performance and ensures compliance with UK legislation. We are committed to preventing work-related injuries, ill health and accidents through proactive risk management and continuous improvement.

2. Scope

This policy applies to:

- Directors
- Permanent employees
- Temporary workers
- Agency workers
- Contractors
- Consultants
- Office staff
- Client site workers
- Visitors
- Suppliers

The policy covers all Company offices, client premises and any other location where Company business is carried out.

3. Policy Statement

Icon People Recruitment Ltd will:

- Comply with all applicable UK health and safety legislation.
 - Provide safe systems of work.
 - Identify and control workplace hazards.
 - Conduct suitable and sufficient risk assessments.
 - Provide appropriate training and supervision.
 - Consult with employees on health and safety matters.
 - Encourage reporting of hazards, incidents and near misses.
 - Maintain safe workplaces and equipment.
 - Promote a positive health and safety culture.
 - Continually improve health and safety performance.
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4. Legal Compliance

The Company operates in accordance with relevant legislation including:

- Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - Provision and Use of Work Equipment Regulations 1998 (PUWER)
 - Personal Protective Equipment at Work Regulations
 - Manual Handling Operations Regulations 1992
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - Control of Substances Hazardous to Health Regulations (COSHH)
 - Fire Safety Order 2005
 - Equality Act 2010 (where relevant to workplace adjustments)
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5. Health & Safety Objectives

The Company aims to:

- Prevent accidents and occupational illness.
 - Achieve zero avoidable workplace injuries.
 - Ensure all workers receive health and safety information before placement.
 - Maintain effective emergency procedures.
 - Monitor client workplace safety standards.
 - Review incidents and implement corrective actions.
 - Encourage worker participation in health and safety.
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6. Roles and Responsibilities

Managing Director

The Managing Director will:

- Demonstrate leadership and commitment.
 - Approve this policy.
 - Ensure sufficient resources are available.
 - Review health and safety performance.
 - Promote continuous improvement.
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Operations Manager

The Operations Manager will:

- Implement this policy.
 - Monitor compliance.
 - Ensure risk assessments are completed.
 - Investigate incidents.
 - Liaise with client organisations.
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Compliance Manager

The Compliance Manager will:

- Maintain health and safety records.
 - Monitor legislative changes.
 - Coordinate audits.
 - Arrange health and safety training.
 - Review corrective actions.
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Recruitment Coordinators

Recruitment staff will:

- Ensure workers receive safety information before placement.
 - Confirm client safety requirements.
 - Verify required qualifications or licences.
 - Report any concerns immediately.
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Employees and Temporary Workers

Everyone working for or through the Company must:

- Take reasonable care of their own health and safety.
 - Consider the safety of colleagues and others.
 - Follow safety procedures.
 - Wear required PPE.
 - Report hazards and accidents immediately.
 - Cooperate with investigations.
 - Never intentionally misuse safety equipment.
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7. Risk Assessments

Risk assessments will be carried out for:

- Office activities
- Client workplaces
- Warehouse environments
- Driving duties
- Manual handling
- Lone working
- Display Screen Equipment (DSE)
- Fire safety
- Young workers (where applicable)
- Pregnant workers (where applicable)

Risk assessments will be reviewed:

- Annually
 - Following significant changes
 - After accidents
 - Following introduction of new work activities
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8. Worker Placements

Before placing workers with a client, the Company will:

- Assess client health and safety arrangements.
 - Confirm workplace risks.
 - Verify PPE requirements.
 - Check induction arrangements.
 - Confirm supervision arrangements.
 - Identify emergency procedures.
 - Ensure workers understand their responsibilities.
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9. Personal Protective Equipment (PPE)

Where PPE is required, workers must:

- Wear PPE correctly.
- Maintain PPE in good condition.
- Report damaged equipment.
- Request replacement where necessary.

Typical PPE may include:

- High-visibility clothing
- Safety footwear
- Hard hats
- Protective gloves
- Eye protection
- Hearing protection
- Respiratory protection (where required)

10. Accident and Incident Reporting

All accidents, injuries, near misses and dangerous occurrences must be reported immediately.

Incident reports should include:

- Date and time
- Location
- Individuals involved
- Description of the incident
- Immediate action taken
- Witness details
- Photographs (where available)
- Corrective actions

Reportable incidents will be notified in accordance with RIDDOR where applicable.

11. Fire Safety

The Company will:

- Maintain fire risk assessments.
- Provide fire evacuation procedures.
- Ensure emergency exits remain clear.
- Maintain firefighting equipment.
- Conduct periodic fire drills.
- Train staff in emergency procedures.

All personnel must familiarise themselves with emergency exits and assembly points.

12. Manual Handling

Workers should:

- Avoid unnecessary lifting.
 - Assess the load before moving it.
 - Use mechanical aids where available.
 - Seek assistance with heavy or awkward loads.
 - Follow manual handling training.
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13. Mental Health and Wellbeing

Icon People Recruitment Ltd recognises the importance of mental wellbeing.

The Company will:

- Promote respectful working relationships.
 - Encourage open communication.
 - Support employees experiencing work-related stress.
 - Address bullying and harassment promptly.
 - Signpost appropriate support where needed.
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14. First Aid

The Company will ensure:

- Appropriate first aid arrangements.
 - Trained first aid personnel where required.
 - Accessible first aid equipment.
 - Recording of all first aid treatment.
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Workers should report injuries immediately, regardless of severity.

15. Training

Health and safety training includes:

- Company induction
- Client-specific induction
- Manual handling

- Fire awareness
- PPE use
- Accident reporting
- Lone working (where applicable)
- DSE awareness
- Hazard reporting

Training records will be maintained within the Training Register.

16. Monitoring and Auditing

The Company will monitor:

- Accident trends
- Near miss reports
- Client feedback
- Safety inspections
- Risk assessment reviews
- Training completion
- Corrective action implementation

Internal audits will be conducted periodically to assess compliance.

17. Non-Compliance

Failure to comply with this policy may result in:

- Additional training
 - Corrective action
 - Disciplinary action
 - Removal from client assignments where necessary
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18. Related Documents

This policy should be read alongside:

- Risk Assessment Procedure
- Accident Reporting Procedure
- Fire Safety Procedure
- PPE Procedure
- Manual Handling Procedure
- Modern Slavery Policy
- Equality & Diversity Policy
- Whistleblowing Policy
- Recruitment Policy

- Contractor Management Procedure
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19. Review

This policy will be reviewed:

- Annually
 - Following legislative changes
 - After significant incidents
 - Following organisational changes
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20. Approval

This Health & Safety Policy has been approved by the Managing Director of Icon People Recruitment Ltd and is effective from the Issue Date shown on the cover page.

Approved By: Managing Director

Signature: *Prem Sharma*

Date: 15-07-2026

Document Control

Version	Date	Author	Approved By	Review Date
1.0	15 July 2026	Compliance Department	Managing Director	15 July 2027