

HEALTH & SAFETY POLICY

(2024 - 2025)



1. **Policy Statement**

We are committed to ensuring the health, safety, and welfare of our employees, candidates, clients, and visitors. We recognise that a safe and healthy working environment is essential for the productivity and well-being of everyone associated with our agency. This policy outlines our commitment to health and safety and establishes the framework for maintaining a safe workplace.

2. **Objectives**

- To comply with all applicable health and safety laws and regulations.
- To promote a culture of health and safety within our organisation.
- To prevent accidents, injuries, and occupational illnesses.
- To provide appropriate training and resources to our employees.
- To continuously improve our health and safety practices.

3. **Responsibilities**

3.1 **Management Responsibilities**

- Ensure that health and safety policies are implemented and maintained.
- Allocate resources for health and safety initiatives and training.
- Conduct regular risk assessments and implement necessary measures to mitigate risks.
- Ensure effective communication regarding health and safety matters.

3.2 **Employee Responsibilities**

- Follow all health and safety policies, procedures, and guidelines.
- Report any hazards, incidents, or near misses to management immediately.
- Participate in health and safety training as required.
- Use personal protective equipment (PPE) when necessary.

4. Risk Assessment

We will conduct regular risk assessments to identify potential hazards in the workplace and take appropriate action to eliminate or control those risks. Risk assessments will be reviewed annually or whenever there are significant changes to the workplace or work practices.

5. Training and Awareness

All employees will receive health and safety training relevant to their roles. Training will include, but is not limited to:

- Emergency procedures
- Manual handling
- Fire safety
- First aid
- Specific training for roles that involve higher risks

6. Incident Reporting and Investigation

All accidents, incidents, and near misses must be reported to management immediately. We will investigate all incidents to determine their causes and implement corrective actions to prevent recurrence.

7. Emergency Procedures

We will develop and maintain emergency procedures for various situations, including fire, medical emergencies, and natural disasters. Employees will be trained on these procedures and conduct regular drills to ensure preparedness.

8. Health and Well-being

We are committed to promoting the health and well-being of our employees. We will provide resources and support for mental health, stress management, and work-life balance.

9. Review and Monitoring

This health and safety policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with legal requirements. We will monitor our health and safety performance and make improvements as needed.

10. Communication

We will communicate this policy to all employees and ensure it is easily accessible. We will encourage feedback and suggestions for improving health and safety practices.

11. Commitment to Continuous Improvement

Snap Hire is dedicated to continuously improving our health and safety management systems. We will keep abreast of best practices and changes in legislation to ensure our policy remains effective and relevant.

12. Policy Approval

This Health and Safety Policy is approved by:

Snap-Hire

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