

HEALTH & SAFETY AT WORK – POLICY

Jobshop UK Ltd recognises and fully supports a responsibility to protect the health & safety of staff, customers and the general public who may be affected by its actions or omissions.

Liability for the protection of the general public is covered with insurance to value of £5 million. The corresponding insurance liability certificate is displayed within the office.

Within the office, a health and safety law poster is on prominent display and indicates the names of personnel who have responsibility for the policy together with the management and application of the policy.

The Jobshop UK offices are situated within the Dolphin Centre shopping precinct, our risk assessments, electrical appliance, and fire extinguisher certificates are regularly inspected by the managing agents who ensure compliance.

Health and Safety matters feature permanently on monthly office meetings; a reporting procedure ensures that any interim issues are dealt with immediately.

Operating as an agency that place personnel to work at clients premises, Jobshop UK will ensure that clients are aware of, and have due regard for their health and safety responsibilities.

If evidence or doubt exists, Jobshop UK will refuse to place candidates to work.

Candidates who are placed to work in client premises are questioned and advised as necessary on their personal responsibility to work safely and to undertake any health and safety instruction which may be given by a client.

Temporary staff being placed in clients premises by Jobshop UK are advised of the following:-

- Take reasonable care of your own health and safety and the health and safety of others who may be affected by your actions.
- Undertake any training or instruction provided by Jobshop UK or its clients.
- Use correctly, any safety equipment or protective clothing provided.

- Report to Jobshop UK any accident, incident or dangerous occurrence.
- Accidents caused by your acts or omissions at work could make you liable to prosecution.
- Failure to observe any on site rules and regulations may result in being withdrawn from an assignment.

Signed Director of Jobshop UK Ltd

Date