

**WRUK LTD T/A WORKSHOP RECRUITMENT  
HEALTH AND SAFETY POLICY**

**Effective Date: 08 June 2026**

**Review Date: Annually**

**Policy Owner: Directors**

**1. POLICY STATEMENT**

WRUK Ltd ("the Company") is committed to providing and maintaining a safe, healthy and secure working environment for employees, temporary workers, contractors, visitors, candidates and all other persons who may be affected by our business activities.

The Company recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and all associated health and safety legislation.

We are committed to:

- Preventing work-related injury and ill health.
- Providing safe systems of work.
- Identifying and controlling workplace risks.
- Promoting employee wellbeing.
- Consulting with employees on health and safety matters.
- Providing appropriate information, instruction, training and supervision.
- Continually improving health and safety performance.

Health and safety is a shared responsibility and all employees are expected to play an active role in maintaining a safe working environment.

**2. PURPOSE**

The purpose of this policy is to:

- Protect the health, safety and wellbeing of employees and others.
- Establish clear responsibilities.
- Promote a positive safety culture.
- Ensure compliance with legal requirements.
- Provide practical guidance for managing workplace risks.

**3. SCOPE**

This policy applies to:

- Employees.
- Directors.
- Temporary workers.
- Agency workers engaged directly by the Company.
- Contractors.
- Consultants.
- Visitors.
- Candidates attending Company premises.

The policy applies to all Company workplaces, client visits, business travel and authorised homeworking activities.

**4. RESPONSIBILITIES**



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### Directors

The Directors have overall responsibility for health and safety and will:

- Ensure compliance with health and safety legislation.
- Provide adequate resources.
- Review health and safety performance.
- Monitor significant risks.
- Promote a positive safety culture.
- Ensure appropriate risk assessments are completed.

### Managers

Managers are responsible for:

- Implementing this policy.
- Identifying workplace hazards.
- Ensuring employees receive appropriate training.
- Investigating accidents and incidents.
- Supporting employee wellbeing.
- Taking prompt action to address health and safety concerns.

### Employees

Employees must:

- Take reasonable care of their own health and safety.
- Take reasonable care of others affected by their actions.
- Follow Company procedures.
- Report hazards and concerns promptly.
- Cooperate with health and safety requirements.
- Attend required training.
- Report accidents, incidents and near misses.

Failure to comply with health and safety requirements may result in disciplinary action.

## 5. RISK ASSESSMENTS

The Company will identify significant workplace hazards and undertake suitable risk assessments where required.

Risk assessments will be reviewed:

- Periodically.
- Following significant workplace changes.
- Following accidents or incidents.
- When new risks are identified.

Control measures identified through risk assessments must be followed.

## 6. FIRE SAFETY AND EMERGENCY PROCEDURES

The Company is committed to maintaining effective fire safety arrangements.

We will:

- Conduct fire risk assessments.
- Maintain emergency evacuation procedures.
- Provide appropriate fire safety equipment.



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- Ensure emergency exits remain unobstructed.
- Conduct periodic fire drills.

Employees must familiarise themselves with evacuation procedures and comply with instructions during emergencies.

## 7. ACCIDENTS, INCIDENTS AND NEAR MISSES

All accidents, injuries, incidents and near misses must be reported as soon as possible.

The Company will:

- Maintain appropriate accident records.
- Investigate incidents where appropriate.
- Identify corrective actions.
- Comply with RIDDOR reporting requirements where applicable.

Prompt reporting helps prevent future incidents.

## 8. FIRST AID

The Company will provide:

- Suitable first aid arrangements.
- Appropriate first aid equipment.
- Trained first aid personnel where required.

Information regarding first aid arrangements will be displayed within the workplace.

## 9. DISPLAY SCREEN EQUIPMENT (DSE)

As an office-based business, the Company recognises that employees regularly use computers and other display screen equipment.

The Company will:

- Assess DSE workstations where appropriate.
- Promote good ergonomic practices.
- Encourage regular breaks from screen work.
- Provide guidance on workstation set-up.
- Support employees experiencing DSE-related issues.

Employees should report any concerns relating to workstation comfort or equipment.

## 10. HOME AND HYBRID WORKING

The Company recognises that employees may work remotely from time to time.

Employees working from home are responsible for:

- Maintaining a safe working environment.
- Following Company procedures.
- Reporting concerns promptly.
- Ensuring workstations are appropriately set up.

The Company may require homeworking assessments where appropriate.

## 11. MENTAL HEALTH AND WELLBEING

The Company recognises the importance of mental health and wellbeing.

We are committed to:

- Promoting a supportive working environment.



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- Managing workplace stress appropriately.
- Encouraging open communication.
- Supporting employees experiencing difficulties.

Employees are encouraged to raise concerns regarding workload, wellbeing or workplace pressures at an early stage.

## 12. LONE WORKING

Some employees may work alone whilst:

- Visiting clients.
- Attending meetings.
- Travelling on Company business.
- Working outside normal office hours.

Appropriate measures will be implemented to minimise risks associated with lone working.

Employees should ensure colleagues are aware of their whereabouts when attending external appointments.

## 13. OCCUPATIONAL DRIVING

Employees who drive on Company business must:

- Hold a valid driving licence and insurance.
- Ensure vehicles are roadworthy.
- Comply with road traffic legislation.
- Drive safely and responsibly.
- Avoid using handheld mobile phones whilst driving.

Employees remain responsible for the safe operation of any vehicle used for work purposes.

## 14. TEMPORARY WORKERS AND CLIENT ASSIGNMENTS

As a recruitment business, the Company recognises its responsibilities towards temporary workers supplied to client organisations.

The Company will:

- Obtain relevant health and safety information from clients.
- Communicate significant risks to workers.
- Ensure workers receive appropriate assignment information.
- Encourage workers to report accidents and concerns.
- Cooperate with clients regarding health and safety matters.

Temporary workers are expected to comply with both Company and client health and safety procedures.

## 15. CONTRACTORS AND VISITORS

The Company will take reasonable steps to ensure the health and safety of contractors, visitors and candidates attending Company premises.

Visitors may be required to:

- Sign in.
- Follow site instructions.
- Comply with emergency procedures.

Contractors must work safely and in accordance with relevant legislation.

## 16. WORKPLACE SAFETY



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The Company will seek to provide:

- Safe access and egress.
  - Suitable lighting, heating and ventilation.
  - Clean welfare facilities.
  - Safe equipment.
  - Good housekeeping standards.
- Employees should report any defects or hazards immediately.

#### **17. ELECTRICAL SAFETY**

Electrical equipment used within the workplace must be maintained in a safe condition.

Employees should:

- Visually check equipment before use.
- Report damaged equipment.
- Avoid using defective equipment.

Only authorised persons may undertake repairs.

#### **18. SMOKING AND VAPING**

Smoking and vaping are prohibited within Company premises.

Any designated smoking or vaping areas must be used responsibly and with consideration for others.

#### **19. TRAINING**

The Company will provide appropriate health and safety training.

This may include:

- Induction training.
- Fire safety awareness.
- DSE awareness.
- First aid training.
- Mental health awareness.
- Temporary worker safety awareness.

Employees are expected to participate in required training.

#### **20. CONSULTATION**

The Company encourages employees to contribute to health and safety improvements.

Employees are encouraged to:

- Raise concerns.
- Suggest improvements.
- Report hazards.
- Participate in health and safety discussions.

All concerns will be considered seriously.

#### **21. MONITORING AND REVIEW**

The Company will monitor health and safety performance through:

- Workplace inspections.
- Risk assessment reviews.
- Accident investigations.



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- Employee feedback.
  - Periodic policy reviews.
- Corrective action will be taken where necessary.

## 22. BREACHES OF THIS POLICY

Failure to comply with health and safety requirements may result in disciplinary action. Serious or deliberate breaches may be treated as gross misconduct.

## 23. POLICY REVIEW

This policy will be reviewed annually or sooner if required due to:

- Legislative changes.
- Business developments.
- Workplace incidents.
- Best practice guidance.

## EMPLOYEE ACKNOWLEDGEMENT

I confirm that I have read and understood the Company's Health and Safety Policy.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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