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Linsco H&S Policy
Created: 04/10/2010
Issue N°: 17
Updated: 03/01/2018



Directors
M McGregor
C Lee
N Evans
R McCafferty

Health & Safety Policy Statement

It is the firm policy of Linsco Ltd to take all practicable steps to safeguard the health, safety and welfare of all employees and other persons arising from work activities. The person responsible for Health and Safety is the Managing Director as outlined in our full Health and Safety Policy. We are committed to continual improvement and performance and seek ways to better our Health and Safety responsibilities.

Linsco will provide adequate and proper facilities to safeguard the health and safety of employees and will maintain close cooperation with clients, subcontractors, suppliers and other persons as appropriate to reduce inherent risks to an absolute minimum.

Employees will be encouraged to co-operate with the management of the Company in the promotion of the safety policy and of the Company safety rules.

Each employee is reminded that he has a legal responsibility not to endanger himself or others by his acts or omissions whilst at work

The management have the final responsibility for any matter affecting health and safety, including a responsibility for the provision of safety training.

The Company will permit such representation as prescribed under the safety representatives and safety committee's regulations 1977 and will consult with such safety representatives on all matters appertaining to health and safety, as will be required by future legislation.

It is of particular importance that all employees involve themselves in matters relating to health and safety by the very nature of the operations of the Company, and in those situations which appear to have a high risk, reasoned reporting to the supervisor is encouraged. This active involvement refers to equipment, tools, working practices and conditions. All constructive suggestions will be actioned to continue our commitment to health & safety, quality of service and customer satisfaction.

All Company employees, including sub-contractors and labour-only sub-contractors, will be required to abide by the Company safety rules. A copy of the Company safety rules will be distributed to all sites.

All employees and all sub-contractors are responsible for ensuring that any and all accidents are reported to head office, that details are entered in the statutory accident book that day or as soon as practical the following working day and if working on a contracted site that the main contractor is advised. Dangerous occurrences must be similarly reported.

The Company is a member of the Health and Safety Advisory Services Ltd. And the association's safety officers are appointed to advise on all safety matters and to ensure that the Company is in full compliance with all safety regulations. All regulations are regularly checked with our consultant and on the official HSE websites.



Authorised Organisation Signatory:

Matt McGregor

Position in Organisation:

Managing Director

Date of Signature:

3rd January 2018

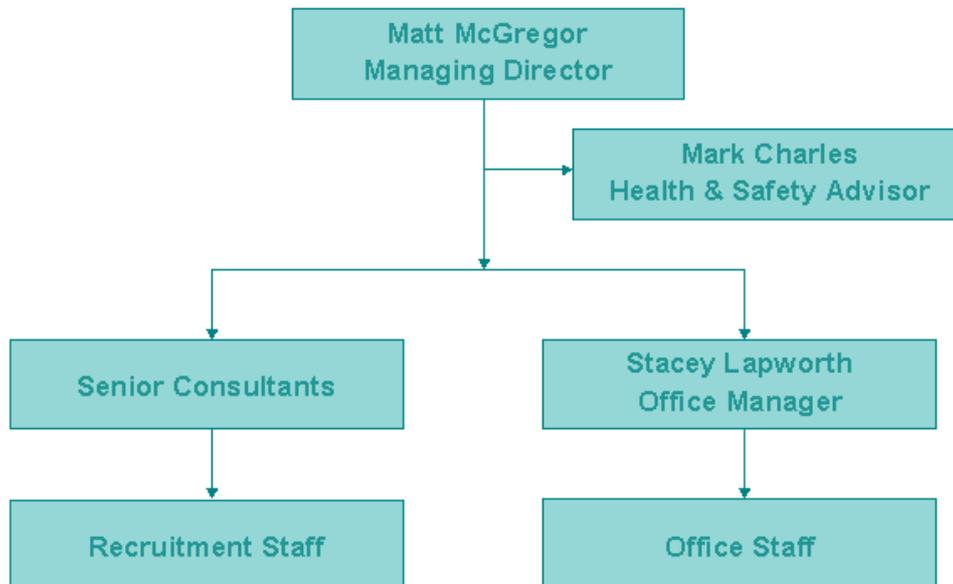
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Safety Management Structure



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Health and Safety Responsibilities

Managing Director - Matt McGregor

The Managing Director has overall responsibility for ensuring the health and safety of all employees and others working in or having access to the Company's premises. Some of the duties arising from this responsibility have been delegated, however, it is important that Matt McGregor correctly delegates such duties and enforces the requirements of the Health and Safety Policy.

Main responsibilities:

- Initiate the Company's policy for the prevention of injury, ill-health, damage and wastage.
- Ensure that adequate management structures exist and adequate resources are made available to assure the health, safety and welfare at work of employees and to avoid risks to the health or safety of persons other than employees who may be affected by our activities.
- Monitor the effectiveness of the Health and Safety Policy and ensure that any necessary changes are made and maintained in line with development and current legislation.
- Know the requirements of the appropriate legislation, with means of obtaining advice from external sources.
- Instigate and maintain liaison with other management and external advisors and encourage the distribution of relevant information throughout the Company.
- Ensure that all work equipment is suitable for its intended purpose, is used in accordance with the manufacturer's instructions and is maintained in a safe and usable condition.
- Ensure that delegated duties for implementing health and safety requirements are carried out.
- Ensure that safety is a prime consideration in all forward planning.
- Reprimand or give disciplinary action to any employee failing to discharge satisfactorily the health and safety responsibilities and duties allocated to him or her.
- Provide adequate Public and Employer's Liability insurance cover and any other insurance necessary to meet statutory requirements.
- Set a personal example.

Senior Consultants

Responsible for ensuring that agency workers are suitable to perform the tasks expected and that they are placed with host clients that will ensure their health, safety and welfare whilst engaged, so far as is reasonably practicable.

The Senior Consultants shall assess the agency workers' suitability and competence at the outset of the placement.

Main responsibilities:

- Liaise with clients to identify health and safety risks.
- Identify skills, qualifications and training necessary for agency labour.
- Identify what health and safety training the worker needs
- Agree who will provide any training needed prior to the placement.
- Check that workers have understood the training and continue to follow procedures correctly.
- Agree who will provide personal protective equipment (PPE) if required.
- Cooperate with the client to ensure that relevant information and arrangements to protect workers are in place.

Office Manager - Stacey Lapworth

Acting for and on behalf of the Managing Director with specific responsibilities for ensuring that the aims of the Health and Safety Policy are constantly met and that supervisors and employees under her control satisfactorily discharge the health and safety responsibilities allocated to them.

Main responsibilities:

- Bring to the attention of the Director, any discrepancies in planning, design, preparation, finance, time or other factors which may pose a risk to the health, safety and welfare of employees or the health and safety of others who may be affected.
- Ensure that regular inspections of the premises are carried out to ensure suitable and sufficient safety precautions are being taken.
- Ensure training and information is provided to employees either directly or through management in order for them to follow safe working procedures.
- Ensure that suitable and sufficient First Aid facilities are provided at all times including qualified first aiders and that first aid boxes are replenished as necessary.
- Ensure that records are maintained of qualified first aiders and ensure they attend refresher courses once every three years.
- Ensure that up-to-date records are kept of training achievements for each employee, ensuring their knowledge is maintained at a sufficient level and that they are 'in-date' for specific statutory certificates.
- Act as Fire Marshall for the safe evacuation of all persons within the building in the event of a fire and verifying that all persons are accounted for at the Assembly Point. Further details are contained in "Fire and Emergency Procedures".
- Set a personal example.

Health & Safety Advisor

In compliance with the Management of Health and Safety at Work Regulations 1999 (Regulation 6), the Company has appointed Mr Mark Charles of the Health and Safety Advisory Service to assist and advise in undertaking the measures that required to comply with all requirements and prohibitions imposed upon the Company by or under the relevant statutory provisions.

As the Adviser isn't a direct employee of the Company, they are to be kept informed of the following:

- Any changes to work activities by the Company other than **recruitment agency services**.
- Injuries, diseases, dangerous occurrences or near misses which occur from the activities of the Company or are associated with the activities of the Company.

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The Company shall acknowledge that this appointment is in an advisory capacity only and does not absolve the Company from responsibilities for health and safety under the Health and Safety at Work Act 1974 and other relevant statutory provisions.

The Health and Safety Advisor has been appointed to provide the following:

- Access to immediate advice on any health, safety, welfare or quality related problem which may arise during the subscription period;
- To keep the Company informed of changes and proposed changes in health and safety legislation, Approved Codes of Practice, British/International Standards, etc. which particularly affect the Company's activities, with advice on how to implement such measures that may be required;
- Advise the Company on efficient management of health and safety;

Contact: Mr Mark Charles MIIRSM
Company: Health & Safety Advisory Service
Address: 5 Craster Drive
 Arnold
 Nottingham
 NG5 8SL
Tel/Fax: (0115) 952 3096
Mobile: 07778 388566
Email: mark.charles@hsadvisory.org
Web Site: www.hsadvisory.org

All Employees

Under the Health and Safety at Work Act 1974, all employees have a general duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do, or fail to do, at work.

Employees who fail to comply with these duties (further defined below) are liable to Company disciplinary action and probably prosecution in the courts.

Safe Working Procedures

- You must not operate any equipment unless you have been trained and authorised to do so.
- You must report to your Manager or Supervisor immediately, any fault, damage, defect or malfunction of any machinery, plant, equipment, tools etc.
- Prior to using any electrical appliance, carry out a visual inspection including socket, cable, cable entry or connector and casing to check for signs of undue wear, cracks or dents, missing components such as guards, covers or hand grips, etc. If any defects are found, do not use or allow anyone else to use the appliance and report it immediately to your Manager or Supervisor giving a description of the damage.
- You must not make any repairs or carry out maintenance work of any description, unless authorised to do so and then, must follow the appropriate safe working procedure.
- Any difficulties in following a safe working procedure must be reported to your Manager or Supervisor immediately. Under no circumstances attempt to perform a task which is likely to cause injury to yourself or others.

Notices and Written Instructions

- You must comply with all hazard/warning signs and notices displayed around the premises.
- You are expected to read and observe any notices and instructions displayed in your work area.

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Working Conditions / Environment

- You must make proper use of all safety equipment and facilities provided.
- You must keep work areas clean and in a tidy condition.
- You must dispose of all rubbish and waste materials using the facilities provided.
- You must clear up any spillage of liquids as soon as is practicable.

Fire Precautions

- You must conform with all emergency procedures pertinent to your work activity.
- You must not obstruct any fire escape route, fire equipment or fire doors.
- You must report any use of fire fighting equipment to your Manager or Supervisor.

Accidents

- You must seek medical treatment for injuries you sustain, no matter how slight and ensure that appropriate records are entered in the Accident Book. Upon returning from treatment, you must report the incident to your Manager or Supervisor.
- You must report all accidents and dangerous occurrences to your Manager or Supervisor asap.
- You must notify your Manager or Supervisor of any incident where damage is caused to the building, the buildings contents or the property of personnel.

Health

- You must report any condition that could affect the safety of yourself or others.
- You are expected to carry out work in a way that does not endanger your health or that of others.

Rules Covering Gross Misconduct

An employee will be liable to dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of this Health and Safety Policy;
- Unauthorised removal or interference with any guard or protective device;
- Wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- Unauthorised removal or defacing of any label, sign or warning device;
- Smoking in any designated 'No Smoking' area;
- Horseplay or practical jokes which could cause accidents; and,
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.

Arrangements

Accident Procedures

A record must be kept of all reportable and non-reportable injuries and dangerous occurrences. The person responsible for making entries in the book is the person who suffered the accident or his / her appointed person.

In order to comply with the Data Protection Act, completed accident records are to be removed from the Accident Book. A copy is to be made and placed in an Accident Record File and the original is placed in the appropriate personnel file. Both records are only to be accessed by authorised persons.

Records of incidents and diseases are to be kept for at least 3 years from the date they were made. Matt McGregor will periodically check the Accident Record Books & Accident Record File to ensure entries are made correctly and to determine possible accident trends with an aim to reduce them.

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Who Makes the Report

Should a report be necessary to be sent to the authorities, usually the person responsible for notifying the authorities and making a report to them is Matt McGregor who will also carry out an investigation into the cause of the accident if it is considered necessary, together with the appropriate Manager and the Health & Safety Advisor

Matt McGregor must be notified of all accidents, incidents and 'near misses' as soon as possible. The Health & Safety Advisor and the Insurance Brokers must also be notified of all reportable accidents as soon as possible.

Making a Report

Making A Report - The HSE's Incident Contact Centre must be notified immediately of fatalities and all specified major injuries, diseases or dangerous occurrences who will process the details and pass it on to the relevant local enforcing authority.

For all non-specified injuries that result in a person being 'off work' for more than 7 days, an online report, using F2508 must be completed within 15 days.

How To Report

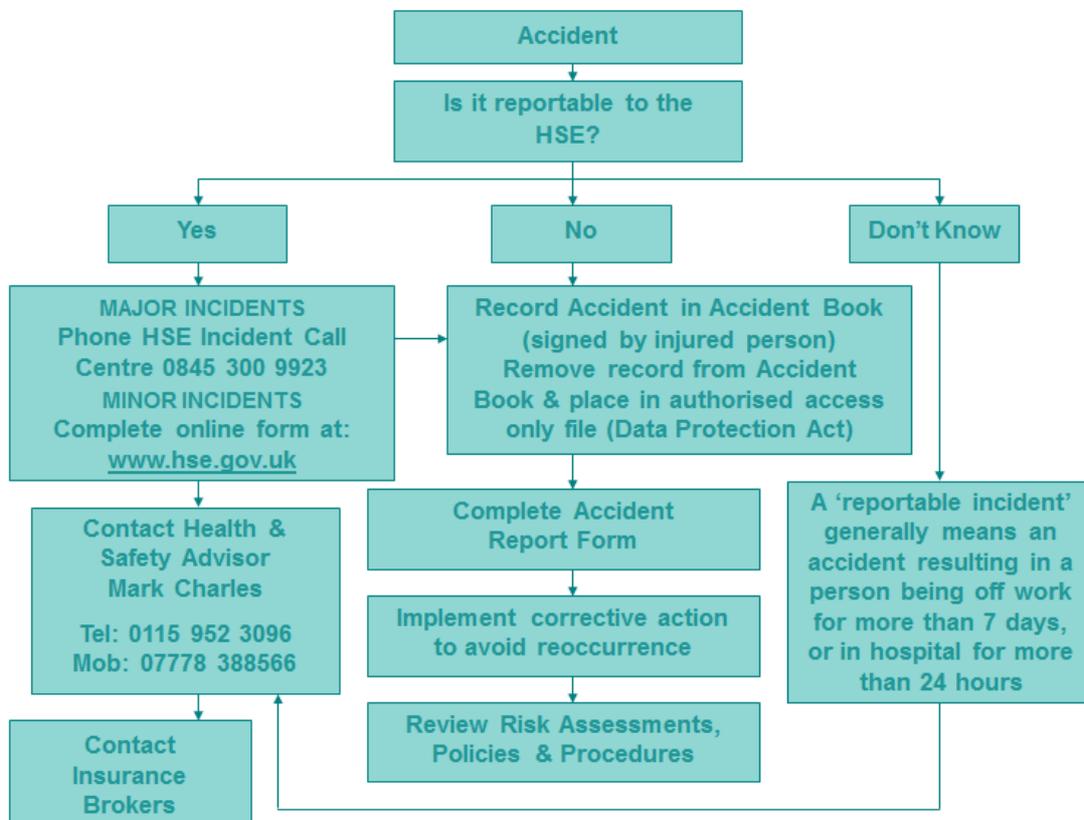
Major injuries: Tel: 0845 300 9923
 7 Day injuries: Online: <http://www.hse.gov.uk/contact/index.htm>

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Accident Investigation Procedure



Alcohol & Drugs

Alcohol and drug misuse affects performance, behaviour and relationships at work and at home. There is overwhelming evidence of links between alcohol misuse and social and psychological disturbances, medical problems, accidents and violence. The Company has a duty and a desire to ensure the health, safety and welfare at work of its entire staff and accordingly views the promotion of good health as an integral part of its employment policy.

Alcohol consumption must be managed by all staff such that no member of staff presents for work under the influence of alcohol, and if alcohol is consumed off-site during the working day (such as during lunch breaks, etc.) this must be in moderation. Alcohol must not be consumed whilst at work by any person visiting clients or driving. Drug misuse by staff is strictly prohibited such that no member of staff may present for work under the influence of misused drugs, nor may any member of staff misuse drugs during the working day (on the premises or off-site).

Alcohol consumption and drug misuse in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other staff and visitors, and will be regarded as a disciplinary matter. It should be noted that individuals considered as incapable of performing duties safely or competently due to consumption of alcohol or drugs, will be immediately removed from work and the Managing Director will be informed without delay.

Consultation with Employees

We do not have a trade union representative and the Health & Safety (Consultation with Employees) Regulations 1996 apply to our company. The Managing Director, Matt McGregor is ultimately responsible for ensuring that the requirements of this legislation are implemented.

It is this company's intention to ensure that all Linsco employees have the opportunity to discuss any health and safety issues with their immediate supervisor or any member of the health and safety team appointed to site. This company holds regular meetings to discuss on-going and new health and safety issues. These meetings are open to all employees.

Information is distributed to all employees via email and is posted on the intranet as it is received and where necessary instructions are given to ensure that employees are aware of the requirements and standards expected of them.

Control of Substances Hazardous to Health

The company recognises its obligations under the Health and Safety at Work etc. Act 1974 and the Control of Substances Hazardous to Health Regulations 2002 (as amended) to protect employees and others who may be affected against health and safety risks from hazardous substances.

It is our policy to:

- Assess the risks to health from hazardous substances we use.
- Consider the risks and decide upon suitable and sufficient precautions.
- Prevent exposure wherever reasonably practicable, or adequately control such exposure where prevention is not possible.
- Ensure that any control measures introduced are monitored to keep them suitable and sufficient, particularly in each situation where hazardous substances are used.
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary.
- Provide our employees with suitable and sufficient information, instruction and training.

The substances we use and come in contact with are low hazard such as domestic grade cleaning solutions and printer toner cartridges. A COSHH assessment identifies the hazards and control measures required which is conveyed to the relevant staff. Material safety data sheets are obtained for all substances in order for the COSHH assessment to be produced. When any new substances are introduced, the COSHH assessment is amended and is reviewed annually.

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Display Screen Equipment

Introduction

As a result of recognition that the use of display screen equipment (DSE) could cause 'repetitive strain injury' or 'RSI' (more accurately referred to as work-related upper limb disorders (WRULD)), and continual use of DSE could also effect the eyes and eyesight, the Health and Safety (Display Screen Equipment) Regulations 1992 were introduced.

Assessment

The Company is required to perform a suitable and sufficient analysis of the workstations of 'users'. To achieve this, users are required to complete a Display Screen Equipment Assessment. This is carried out within one month of joining the Company and redone if there is any significant change to the workstation or work activity, or every two years. Once completed, the assessment is to be given to Matt McGregor who will take action on any issues or concerns identified.

Eyesight

The Company shall provide eye and eyesight tests to employees free of charge on the following occasions:

- If they are a 'user' of DSE;
- Upon request where the employee has reason to believe they have visual difficulties that have arisen from the use of DSE; and,

Repeat testing shall be available at regular intervals as recommended by the practitioner that carried out the previous test or upon a change of job or workload that brings a member of staff into the definition of a user.

Provision of Glasses

Where special corrective appliances (normally spectacles) are prescribed specifically for work with DSE, the Company shall pay the basic cost of suitable lenses and frames, currently to a maximum of £50. Employees who wish to upgrade to designer frames shall be expected to fund the excess cost themselves. The Company shall not pay for tinted lenses or so-called 'VDU glasses' that purport to protect from radiation.

Work Routine

The Company is responsible for planning the daily work routine of DSE 'users' in such a way as to incorporate periodic interruption by breaks or changes of activity. Wherever possible, breaks or changes of activity can be taken at the discretion of the 'user' with short, frequent breaks or changes being more satisfactory than longer infrequent ones.

Training

The Company shall provide adequate health and safety training in the use of DSE and be directed toward reducing the risks of musculoskeletal problems, visual difficulties and mental stress. Users shall be given training in order for them to understand:

- The importance of comfortable posture and postural change;
- How and why to adjust furniture and equipment;
- Sensible layout and positioning of workstation equipment;
- Requirements for screen cleaning and other maintenance;
- The importance of breaks and/or changes of activity; and,
- The need to report problems promptly and the procedures for this.

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Electricity & Electrical Equipment

The Company will ensure that only approved equipment will be supplied for use at work under the Electricity at Work Regulations 1989 (EAW Regulations) Where any new equipment has been designed for a work purpose, the manufacturer will be made aware of Company and legislative safety requirements so that the item will be designed so as to function in an entirely safe manner.

A competent electrical contractor will inspect and test all fixed electrical installations (lighting and power circuits) every five years and issue an appropriate safety certificate.

Under the Electricity at Work Regulations 1989, double insulated (Class II) equipment such as computers, printers, VDU screens, fans etc. shall have a formal visual inspection every 3 years. The person responsible for ensuring that electrical tests and inspections are carried out is Stacey Lapworth. Details of visual inspections in HSE guidance indg236 Maintaining portable electric equipment in low-risk environments.

Employment of Young Persons

The Company recognises its obligations under the Working Time Regulations 1998, to protect young people from work-related risks to health and safety, and will consider the European Council Directive 94/33/EC of 22 June 1994 protecting the rights of young people.

A 'young person' is defined as someone less than 18 years of age, whilst a 'child' is someone who has not yet attained school leaving age.

The main responsibilities are:

- To review the health and safety risk assessment of employment of young persons.
- Before employing young persons for the first time, to make a health and safety risk assessment of that employment, paying particular attention to a young person's inexperience, lack of awareness and immaturity, the layout etc of the workplace, any exposure to physical / biological / chemical agents, the range of equipment and the way it is handled, the organisation of processes and activities, the extent of training required and specific risks; and,
- To protect young people from work-related risks to health and safety, with specific regard to their physical and psychological capacity.

The maximum working time for young workers will be limited to eight hours a day and 40 hours a week. This compares with 48 hours a week for adult workers. No averaging will apply and there will be no scope for individual opt-out.

Young persons are entitled to two days off each week, 12 hours consecutive rest per day and a minimum 30 minute rest break if they work for longer than four and a half hours.

Fire & Emergency Procedures

Discovery of Fire

- Raise the alarm by breaking the glass on the call points located at each door to the side fire exit stairs and at each exit.
- Only try to fight the fire with the appropriate fire fighting appliance if there is no risk and only after the alarm has been raised.
- Proceed to the Assembly Point on the pavement opposite the main entrance on Stoney Street.
- Do not leave the Assembly Point unless permission is given by the Fire Marshall.
- The person who discovers the fire is to make themselves known to the Fire Brigade to answer questions relating to the fire.
- Do not re-enter the building until permission to do so has been given by the Fire Brigade.

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In the Event of the Fire Alarm Sounding

Should the fire alarm sound at any time, except for the weekly alarm test, it is important, whether you know of a fire in the building or not, that you proceed immediately to the nearest fire exit point. As you leave please close the windows and doors behind you if it is safe to do so. Visitors are to be escorted out of the building by the person they are visiting. Leave the building by the quickest route then make your way to the Assembly Point on the pavement opposite the main entrance on Stoney Street.

It is the responsibility of each employee to ensure that adequate precautions are taken to prevent fire. The results of a fire can cause damage to property, loss of life or personal injury and loss of business, all of which are undesirable and mostly avoidable if certain precautions are taken.

Fire Marshalls - Stacey Lapworth & Karren Hill

In the event of the fire alarm being sounded whether for a drill or emergency, the duties and responsibilities of the appointed Fire Marshalls are to:

- Ensure that everyone has heard the alarm.
- Contact the emergency services (Fire Department)
- Warn those that have not heard the alarm.
- Take the visitors book to the Assembly Point and carry out a roll call of all employees and visitors and advise the Fire Brigade whether or not all personnel are accounted for.

As the landlord is responsible for testing the fire alarm and maintenance of emergency lighting, the Fire Marshal shall ensure fire extinguishers are serviced annually.

Smoking

The whole of the building has been designated as a 'No Smoking' area. Disciplinary action will be taken against anyone disregarding this rule.

Flammable Substances

Flammable substances should be stored in a cool, dry place and away from sources of ignition. No more than 200 litres of flammable substances are to be stored on the premises at any one time.

Electrical Hazards

Should any electrical appliance become excessively hot, have a smell of burning or is making an unusual noise, switch off and disconnect from the mains immediately. Report the incident immediately. Do not use the appliance until it has been properly inspected and made safe. At the end of the day, switch off and disconnect any non-essential electrical appliances from the mains.

General Awareness

Be constantly aware of any incident likely to cause a fire and either take preventive action, or report it. Never carry out any task which is likely to cause a fire. Be familiar with the Company's fire procedures and be aware of exit routes, alarms, where to muster, etc.

Fire Instruction & Drills

All employees shall be instructed and trained to ensure they understand the fire precautions and the action taken in the event of a fire. This is to include part-time workers with duties out of normal hours (e.g. the cleaners).

All new employees will receive fire training as part of their induction course, thereafter, once per year, a practice fire drill is to be carried out simulating conditions in which one or more of the escape routes from the building are obstructed. During these drills the fire alarm shall be operated by the landlord.

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Emergency Procedures

The person/s responsible for contacting the emergency services in the event of a fire, bomb threat or other emergency is the fire marshal. In the absence of the aforementioned person this will automatically become the responsibility of the person who is notified of, or discovers the emergency.

Fire

When leaving the building in the event of a fire, do not stop to collect personal belongings and leave by the quickest and safest available fire exit route in an orderly manner. Do not panic.

If the alarm has not already been activated, break the glass in one of the fire alarm call points which are situated by each fire door on the emergency exit routes and by the exit doors. If possible, switch off electrical equipment and close all doors and windows to minimise spread of smoke and flame which might hinder or prevent escape.

All personnel are to leave the premises and proceed to the Assembly Point on the pavement opposite the main entrance on Stoney Street, where a roll call will be carried out by the fire marshal.

The person who contacted the emergency services is to make himself/herself known to the fire department officer in charge to give a detailed description of the fire.

Bomb Threat

Unlike evacuation procedures for fire, wherever possible, remove personal belongings such as bags, briefcases etc. as these could be mistaken for containing a bomb.

Leave the building by the quickest and safest emergence escape route in an orderly manner. Do not panic. If possible, open all doors and windows to create a blast route to minimise damage.

Any visitors on the premises are to be escorted out of the building by the person they are visiting. Do not go to the fire assembly point on the pavement opposite the main entrance on Stoney Street as there is a possibility of a secondary explosive device in this area. Instead, agree upon a safe alternative assembly point at the time of the incident.

First Aid Facilities

General

In accordance with the Health and Safety (First Aid) Regulations 1981, the Company has assessed the current provision of numbers of qualified First Aiders available to be adequate and appropriate for our activities and to ensure there is adequate first aid provisions for our employees at all times if they are injured or become ill at work.

A fully stocked first aid box is located by the main reception door. Any use of the contents of the first aid boxes is to be reported to the First Aiders and a record made in the accident book.

First Aiders are responsible for checking the contents of first aid boxes regularly and replenishing as necessary.

First Aiders

Alan Higgott, Stacey Lapworth & Christian Rimell.

Recruitment & Selection of First Aiders

In order to ensure that there is an adequate number of first aiders the Company will, from time to time, recruit or select personnel, suitable to undergo first aid training.

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Refresher Course

Matt McGregor shall keep records of the names of qualified First Aiders within the Company and the dates on which they qualified.

It is Matt McGregor's responsibility to ensure that First Aiders attend a refresher course 3 years after the date of qualification.

Where the certificate has lapsed and the First Aider has not attended a refresher course, it will be necessary for the person to complete a full first aid course to re-qualify.

Lone Working

The Company has assessed there to be a risk to employees working on the premises alone, therefore the following rules must be complied with. Any person working alone at the Company premises must:

- Be medically fit.
- Not carry out any hazardous operations.
- Ensure all doors are locked and windows secured.
- Do not let unknown persons into the premises.
- Inform a nominated colleague, prior to starting work alone and contact him or her by telephone every 30 minutes during the period of lone working and at the end of the period.

It is recommended that lone workers, in addition, if working after normal hours should arrange for someone to collect them.

Lone members of staff should not arrange to meet unknown contacts other than recognised business premises. All members of staff should provide details to their colleagues of where they are going, the purpose of the visit and their anticipated time of return.

If there is any unexpected change to this, please telephone the office if possible.

Manual Handling

The Company recognises the latent and inherent risk of manual handling injuries in many work activities. To ensure risks are kept as low as practicable, only nominated personnel trained in the correct lifting and handling technique are allowed to carry out manual handling. Deliveries are to be made either to the point of use or direct to storage.

All employees will be requested to:

- Follow all safe systems of work using the handling aids provided;
- Not take on handling tasks where excessive twisting, stretching or stooping is involved; and,
- Report any work activity that may give rise to manual handling problems or any mechanised handling 'aid' shortcomings.

Instruction and training will be given to staff who are required to do manual handling, lifting and carrying and movement of loads so that they are aware of correct handling techniques and the need for safe systems of work.

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Migrant Workers

The Company recognises that migrant and foreign workers are more vulnerable and at risk than resident workers and will endeavour to ensure that they are treated equally and with the same rights as other employees.

Management will ensure that workers who speak little or no English fully understand safety procedures and precautions. In order to help such employees we will take one, or a combination of, the following steps:

- Using a co-worker who already has a good understanding of the information as an interpreter;
- Translating the information by someone who speaks the worker's language;
- Providing audio tapes or videos if workers have reading difficulties;
- Using internationally understood pictorial signs where possible;
- Using simpler training materials, providing visuals where possible and allowing time for questions when running training courses in English.

The Company will endeavour to ensure the health, safety and welfare of migrant workers by:

- Ensuring new migrant workers are supervised and wherever possible, paired with an experienced worker who speaks their language;
- Providing English-language courses for long-term migrant workers; and
- Monitoring migrant workers to see how much they have understood, taking action to re-train or provide information in a different way where necessary.

New or Expectant Mothers

It is the Company's policy to comply with the European Directive on Pregnant Workers. (Council Directive 92/85/EEC of 19 October 1992)

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and / or working hours will be adjusted so as to avoid the risk. Where this is not reasonable the employee(s) concerned will be suspended from work on full pay.

Where a new or expectant mother produces a doctor's certificate stating that she should not work at night, suitable alternative daytime work will be found. Where this is not possible she will be suspended from work on full pay. It is the responsibility of the Manager or Supervisor to carry out regular reviews of pregnant workers under their control.

Personal Property

All personnel are responsible for the security of their own private property brought onto the premises.

Risk Assessments

The Company accepts the statutory requirements to arrange for risk assessments of work activities to be carried out and will take all reasonably practicable measures to minimise and control all identified significant risks.

The Company will keep all necessary records of risk assessments and actions to be taken to deal with recognised significant health and safety risks to employees and non-employees at the workplace.

Risk Assessments carried out relevant to the hazards present in our work place, are to be reviewed annually or when significant change occurs.

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Security of Premises

The offices are protected by a burglar alarm system. Details of the system will be given on a 'need to know' basis. A swipe card for opening the entrance door and internal restricted access compartments will be issued to staff for access. The doors are to be kept shut at all times.

Training

It is Linsco's policy to ensure that all persons employed receive suitable and sufficient H&S training.

The aims of the health and safety training programmes are to:

- Ensure all employees work in a safe manner;
- Assist management to arrange and organise effective work operations;
- Minimise workplace incidents and accidents to personnel;
- Ensure a safe and healthy working environment; and,
- Ensure compliance with all relevant health and safety legislation.

Induction training for new employees includes health and safety subjects and a tour of the premises so that these employees are familiar with basic safety procedures as soon as they start work.

Welfare Facilities

Sanitary Conveniences: The Company shall ensure there are suitable and sufficient sanitary conveniences, conveniently located, adequately lit, ventilated and kept clean. Separate facilities are provided for different sexes.

Washing Facilities: Suitable, sufficient and conveniently located washing facilities shall be provided in the workplace.

Drinking Water

An adequate supply of wholesome drinking water shall be provided in the workplace.

Accommodation for Clothing

Suitable and sufficient accommodation for employees' clothing and work clothing shall be provided.

Rest Facilities - Including Eating Facilities: The Company shall provide suitable and sufficient rest facilities, including eating facilities and facilities for pregnant women and nursing mothers to lie down and rest.

Action Required;

- Ensure an adequate number of WCs and washing facilities are provided.
- Ensure that the correct facilities are provided in each WC and wash station.
- Ensure that the facilities are maintained in a clean state and good working order.
- Ensure an adequate supply of wholesome drinking water is provided.
- Ensure that the correct temperature range is maintained according to the work activities.
- Provide adequate rest facilities.
- Provide adequate changing facilities and accommodation for clothing.

Work Environment

The Company will ensure, so far as is reasonably practicable, that environmental conditions will be controlled to ensure a comfortable working environment for all work tasks. The Company will take all necessary steps, so far as is reasonably practicable, to ensure suitable working conditions are provided and maintained in line with the Workplace (Health, Safety and Welfare) Regulations 1992.

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The work environment will be regularly reviewed as part of workplace assessments and evaluations, and necessary remedial measures will be introduced where this is reasonably practicable.

Staff will be advised of the arrangements for the control of the workplace environment and the measures taken to control all foreseeable risks.

It is a requirement for staff to cooperate in ensuring optimum workplace conditions are maintained and that any adverse environmental matters or ill health will be reported promptly to line managers.

Worker Placement

Agency workers can face particular problems due to unfamiliarity with workplaces, their particular hazards and activities thereby placing them at 'greater risk' than permanent workers.

The Company and the Client shall agree at the start of the contract the practical arrangements for day to day supervision, direction and control of agency work. Agency work should be assessed for specific hazards including unfamiliarity with the workplace and activities taking account of special cases such as:-

- Lone workers.
- Young persons.
- Night workers.
- Pregnant women and new mothers.
- People with disabilities.
- People who do not speak / understand well the language used day-to-day in the workplace.

Cooperation between the Client and Linsco is essential. Before the placement starts, the Company and employee shall be provided with relevant information about risks and procedures to control those risks, helping us to offer candidates with appropriate training, qualifications and experience.

Agreement will be made with the Company and the Client as to the provision of PPE for agency workers prior to placement.

Cooperation shall continue throughout the placement, neither the Company nor our Client should 'assume' that one or the other is taking care of health and safety communications.

The Company shall be consulted on the working times of agency workers so they receive their entitlement to rest breaks and holidays and their working times are not exceeded in accordance with the Working Time Regulations.

We shall agree at the beginning of the placement with the Client who will be responsible for any RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), accident reports in respect of agency workers and ensure that information will be exchanged so that the relevant forms can be completed.

Monitoring & Review

The Company ensures that its policies, systems, procedures and documentation are regularly monitored to ensure their continued effectiveness and relevance and are reviewed when significant changes are necessary and, as a minimum, once every six months. Documentation is updated accordingly and employees are informed of the changes made via the staff intranet, and through the use of internal email alerts. The person responsible for regular monitoring of policies, systems, procedures and documentation is the Managing Director with reviews and amendments carried out in conjunction with our appointed health and safety consultant.

We are committed to review performance on Health and Safety to identify opportunities for improvement.

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Reviews, Revisions & Issues

| Date | Review | Revision | Issue Number |
|------------|---|---|--------------|
| 4/10/2010 | 6 Monthly | Complete New Edition | 01 |
| 12/11/2010 | Update | Update on Legislation | 02 |
| 05/04/2011 | 6 Monthly | Update Edition | 03 |
| 16/02/2012 | Annual | Changed responsibilities from Alan Higgott to Stacey Lapworth Amended names of first aiders Amended Accident Reporting Procedures (RIDDOR) | 04 |
| 21/03/2012 | CHAS Requirement | Included policy: Consultation with Employees and COSHH | 04 |
| 08/11/2012 | HSE Information | Added statement re review of HSE legislation | 05 |
| 03/01/2013 | 6 Monthly | Update Edition | 06 |
| 24/09/2013 | Update | Added statement re H&S not being compromised (Page 5) Updated accreditation logos (bottom left) | 07 |
| 12/03/2014 | Update | Amended RIDDOR 1995 to 2013 | 08 |
| 14/4/2014 | Update | Amended Electrical Equipment, no PAT testing. Amended Fire Procedures - changed assembly point | 09 |
| 01/07/2014 | 6 Monthly | Update Edition | 10 |
| 06/01/2015 | Annual | Update Edition | 11 |
| 04/01/2016 | Annual | Changed Fire Marshall responsibilities to Katie Hickling Amended names of First Aiders Amended First Aid box location Amended registered address | 12 |
| 15/03/2016 | Interim review by Health & Safety Advisor | New policy "Welfare Facilities" Amended Legislation Review Register (items 14, 17, 22) | 13 |
| 04/07/2016 | 6 Monthly | Update Edition | 14 |
| 03/01/2017 | Annual | Update Edition Change to Accident Reporting Procedure (7 Days) | 15 |
| 03/07/2017 | 6 Monthly | Update Edition | 16 |
| 03/07/2018 | Annual | Update Edition Change to H&S Advisors Email Address Updated Fire Wardens | 17 |

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Legislation Review Register

Health and Safety Legislation that affects the business, review and changes. Notwithstanding any immediate government changes, we are aware of our Health and Safety obligations, commitments and responsibilities and have considered all mandatory legislation and reviewed the impact of this on our own business. These regulations below are to be reviewed with our consultant and the HSE website and updated at least every 6 months and will be considered in all aspects of our Company Health and Safety policy

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| Our Ref | Legislation | Latest Review | Next Review | Considerations | Signed |
|---------|---|---------------|-------------|--|------------------|
| 01 | Health & Safety (Consultation with Employees) regulations 1996 | Jan 2018 | Jul 2018 | Applicable in our business offices and management | Mama S. S. C. P. |
| 02 | Health and Safety at Work act 1974 | Jan 2018 | Jul 2018 | Applicable in our business offices and management | Mama S. S. C. P. |
| 03 | RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 | Jan 2018 | Jul 2018 | Applicable in our business offices | Mama S. S. C. P. |
| 04 | Working Time Directive 1998 | Jan 2018 | Jul 2018 | Applicable regarding all staff used and any temporary workers provided | Mama S. S. C. P. |
| 05 | Protection of young People at work - European Council Directive 94/33/EC of 22 June 1994 | Jan 2018 | Jul 2018 | Applicable to our in house staff working in the office | Mama S. S. C. P. |
| 06 | Employment of Pregnant workers - European Council Directive 92/85/EEC of 19 October 1992 | Jan 2018 | Jul 2018 | Applicable to our in house staff working in the office | Mama S. S. C. P. |
| 07 | Health and Safety (Display screen equipment) Regulations 1992 | Jan 2018 | Jul 2018 | Affects our own office staff and environment | Mama S. S. C. P. |
| 08 | Electricity at Work Regulations 1989 (EAW Regulations) | Jan 2018 | Jul 2018 | Affects our own office staff and environment | Mama S. S. C. P. |
| 09 | Management of Health & Safety at Work Regulations 1999 | Jan 2018 | Jul 2018 | Applies to our management of Pat testing, and EAW regulations | Mama S. S. C. P. |
| 10 | Provision and Use of Work Equipment Regulations 1998 | Jan 2018 | Jul 2018 | Applies to our management of Pat testing | Mama S. S. C. P. |
| 11 | Workplace (Health, Safety and Welfare) Regulations 1992 | Jan 2018 | Jul 2018 | Applies to our management of facilities and welfare | Mama S. S. C. P. |
| 12 | First aid at work. The Health and safety (First Aid) Regulations 1981 | Jan 2018 | Jul 2018 | Applies to our own staff and we have provisions in place | Mama S. S. C. P. |
| 13 | Corporate Manslaughter and Corporate Homicide Act 2007 | Jan 2018 | Jul 2018 | Applicable in our HASAWA Management and responsibility | Mama S. S. C. P. |
| 14 | Control of Substances Hazardous to Health 2002 COSHH | Jan 2018 | Jul 2018 | In house control of COSHH risk assessment management | Mama S. S. C. P. |
| 15 | Control of Noise at work regulations 2005 | Jan 2018 | Jul 2018 | Also applies to environmental policy | Mama S. S. C. P. |
| 16 | The Factories Act 1961 (Offices, shops and premises Act 1963 (Repeals and modifications) regulations (2009) | Jan 2018 | Jul 2018 | Applicable in our business offices and management | Mama S. S. C. P. |
| 17 | The Management of Health and Safety at Work Regulations 1999 | Jan 2018 | Jul 2018 | Applicable in our business offices and management | Mama S. S. C. P. |
| 18 | Manual Handling Operations Regulations 1992 | Jan 2018 | Jul 2018 | Applicable in our business offices for our own staff | Mama S. S. C. P. |
| 19 | Personal Protective Equipment at Work Regulations 1992 | Jan 2018 | Jul 2018 | Applicable to all our site visiting staff | Mama S. S. C. P. |
| 20 | Working at Height Regulations 2005 | Jan 2018 | Jul 2018 | Only considered in house if use of Ladders applicable | Mama S. S. C. P. |
| 21 | Safety Representatives and Safety Committees Regulations 1977 | Jan 2018 | Jul 2018 | As we recognise Trade Unions in the workforce (on terms with 01 above) | Mama S. S. C. P. |
| 22 | Regulatory Reform (Fire Safety) Order 2005 | Jan 2018 | Jul 2018 | Fire Precautions | Mama S. S. C. P. |

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