

# **Health and Safety Policy Statement**

## **Policy Statement**

BE Recruitment Ltd is committed to providing and maintaining, as far as reasonably practicable, a safe and healthy working environment for all employees, contractors, visitors, and others affected by our operations. We aim to proactively manage health and safety risks and to foster a culture of continuous improvement in health and safety performance.

## **Policy Objectives**

Our key health and safety objectives are to:

- Control risks arising from our work activities
- Consult with employees on matters affecting their health and safety
- Provide safe working environments, tools, equipment, and systems of work
- Deliver appropriate health and safety training and supervision
- Prevent accidents, work-related injuries, and health issues
- Comply fully with all relevant health, safety, and fire safety legislation

## **Responsibilities**

### **a. Directors' Responsibilities**

BE Recruitment Ltd's Directors are responsible for:

- Implementing and reviewing the health and safety policy
- Ensuring appropriate resources are made available to meet health and safety objectives
- Embedding health and safety responsibilities into operational planning and delivery

### **b. Management Responsibilities**

Managers are responsible for:

- Promoting a culture that prioritises health and safety at all times
- Taking reasonable steps to prevent workplace injuries, illness, or damage to property
- Ensuring that foreseeable risks are identified, assessed, and controlled
- Monitoring health and safety compliance and supporting continuous improvement

### **c. Employees' Duties and Consultation**

All employees are expected to:

- Take reasonable care of their own health and safety and that of others
- Cooperate fully with the Company on health and safety matters
- Follow all instructions, safety procedures, and training provided
- Report any unsafe conditions, incidents, or near misses without delay

The Company will:

- Ensure employees are aware of their duties under this policy
- Hold regular consultations with employees to gather input and improve safety practices

## **Systematic Safety Management**

To support this policy, BE Recruitment Ltd has implemented a systematic approach to managing health and safety. This includes:

- Hazard identification and risk assessment to determine appropriate control measures

- Clear communication of safety procedures, including roles and responsibilities
- Emergency procedures, including fire evacuation plans, which are regularly reviewed and made accessible to all employees
- Monitoring and audit systems to review compliance and drive continual improvement

We view all relevant health and safety legislation as establishing a minimum standard. Wherever possible, we aim to exceed these requirements through proactive risk management and safety leadership.



### **Signed Policy Statement**

A signed and dated copy of the full Health and Safety Policy Statement, approved by senior management, is available upon request.

### **Monitoring and Review**

This policy will be reviewed annually or sooner in response to legal or operational changes.

### **Document Control and Accountability**

- Effective from: 01/06/2025
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