



**Angard Staffing  
Health and Safety Policy**

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*Angard Staffing is committed to providing  
employees with safe working.*

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Contact the Angard Helpline Number on 0333 240 8502 or email [angard.employee@reedglobal.com](mailto:angard.employee@reedglobal.com) if you have any queries about this policy.

For web access please go to: [www.angardstaffing.co.uk](http://www.angardstaffing.co.uk).

## **Introduction**

This Health and Safety Policy is designed to ensure safe ways of working for all employees of Angard Staffing (**Angard**).

In reading this policy, it is important to remember that it will often apply to you in your capacity as a temporary worker placed on an assignment with Royal Mail by Angard.

For the avoidance of doubt, this procedure does not form part of your contract of employment or otherwise have contractual effect.

This policy is effective from 1<sup>st</sup> April 2014.

## **Overview**

Angard Staffing fully accepts its responsibility for your health and safety in accordance with the requirements of the Health and Safety at Work Act 1974, and the associated codes of practice.

Angard Staffing will do all that is reasonably practicable to protect your health and ensure your safety when you are at work, paying particular attention to the following:

- contractual agreements with any clients will be appropriate and proper to protect your health and ensure your safety. Agreements will be monitored and audited as appropriate to ensure obligations are being adhered to;
- the safety of equipment and systems at work;
- the safety of arrangements for the use, handling, storage and transport of articles and substances;
- the provision of sufficient information, instruction, training and supervision to enable all employees to avoid hazards and allow them to contribute positively to their own health and safety at work; and
- the creation of a healthy working environment.

You will find specific safety information (e.g. fire precautions, first aid procedures) posted around the building. Accident prevention needs constant vigilance and your own involvement is vital. You should report any hazards or defects that you may discover in the building, or in any equipment, to a person in authority in the premises of your secondment without delay.

## **Your Role**

You are under a duty of care for your own safety and that of your colleagues.

Health and Safety practices are under continual review and Angard Staffing welcomes suggestions from employees that may enhance or improve procedures. These suggestions should be relayed to Angard Staffing in the first instance.

## **Fire Precautions**

If you suspect or detect a fire, you should follow the procedures adjacent to each fire call point. If at any time you become aware of any empty or vandalised fire extinguishers, you should report the details immediately to a person in authority.

## **Accidents**

There are qualified first aiders throughout the building on your assignment. You must report any accident that occurs, either in the building or whilst on Company business, to Angard Staffing for their records.

## **Eyesight Tests**

If you use VDUs for a significant proportion of each working day, you may have an eyesight test at Angard Staffing's expense at reasonable intervals. Angard Staffing may reimburse a proportion of the cost of glasses where required solely for VDU use. You should contact the Company for full details.

## **Display Screen Equipment Assessments**

As part of Angard Staffing's ongoing programme and policy of providing and maintaining safe working conditions for all of their employees, all new employees will be given a health and safety induction.

### **Standards of Conduct**

You must ensure the safe custody and accuracy of documents, records, money and other items which come into your possession during the course of your work which are the property of Angard Staffing, an employee, a customer of or supplier to Angard Staffing.

You must at all times observe strict confidentiality with regard to the affairs of Angard Staffing and in particular you must not make any statement concerning the business of Angard Staffing in circumstances in which it is likely to become public other than where you have specific authority to do so.

You must at all times strive to avoid any actual or potential conflicts of interest with Angard Staffing. Conflicts of interest may arise when an employee has a direct or indirect interest in a news source, customer, supplier, or other company dealing with Angard Staffing including shareholders of such companies where, in Angard Staffing's determination, such interest affects the employee's actions in making judgements or decisions for the benefit of or on behalf of Angard Staffing.

In the event that any employee has or should know of any such actual or potential conflict of interest, he or she should inform Angard Staffing thereof immediately.

### **Where to go for further information**

Contact the Angard Helpline Number on 0333 240 8502 or email [angard.employee@reedglobal.com](mailto:angard.employee@reedglobal.com) if you have any queries about this policy.

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### **Review**

This policy may be reviewed to ensure it remains effective and updated from time to time to meet Angard's requirements.