



Angard Staffing

Health and Safety Policy

Angard Staffing is committed to providing and maintaining a safe working environment for all employees.

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Definitions and Interpretation

End Hirer – the organisation with which you are placed on assignment, including but not limited to Royal Mail Group, Parcelforce Worldwide, and Property Facilities & Solutions.

Scope of this Policy

This Health and Safety Policy sets out Angard Staffing's (**Angard**) arrangements for ensuring safe working practices for all employees.

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

Overview

Angard Staffing fully recognises and accepts its responsibility for safeguarding your health and safety in accordance with the Health and Safety at Work Act 1974 and all relevant regulations and approved codes of practice.

Angard Staffing is committed to taking appropriate and effective measures to protect your health and ensure your safety while at work. We will focus on:

- Ensuring that contractual arrangements with the end hirer are appropriate and effective in protecting your health and safety. Such arrangements will be monitored and reviewed as necessary to ensure compliance with agreed obligations.
- Maintaining the safety of work equipment and systems of work.
- Ensuring safe arrangements for the use, handling, storage, and transportation of articles and substances.
- Providing adequate information, instruction, training, and supervision to enable employees to work safely and to actively contribute to their own health and safety; and promoting and maintaining a healthy working environment.

Relevant safety information, including fire safety procedures and first aid arrangements, will be displayed throughout the building. Accident prevention requires ongoing awareness, and your participation is essential. You must promptly report any hazards, defects, or safety concerns relating to the premises or equipment to an appropriate person in authority at your assignment location.

Standards of Health and Safety

All employees have a responsibility to contribute to a safe and healthy working environment. You must take reasonable care of your own health and safety and that of others who may be affected by your actions or omissions whilst at work. All employees must:

- Comply with all health and safety policies, procedures, instructions, and safe working practices applicable to your role. This includes using equipment correctly, following site-specific safety requirements, wearing any required personal protective equipment (PPE), and reporting any hazards, unsafe conditions, accidents, incidents, near misses, or defective equipment without delay. **Failure to comply with health and safety requirements may place individuals at risk of harm and may result in disciplinary action, up to and including termination of employment or assignment.**
- Co-operate fully with Angard Staffing and all Royal Mail Group companies on matters relating to health and safety and must not intentionally interfere with, misuse, or damage anything provided in the interests of health, safety, or welfare.
- Immediately report anything you become aware of that may pose a risk to the health, safety, or wellbeing of themselves, colleagues, customers, contractors, or members of the public, to the onsite manager and/or hr@angardstaffing.co.uk.
- Encourage and actively support a positive health and safety culture by participating in health and safety initiatives, training, and investigations where required. And where possible identifying opportunities for improvement by communicating these to management.

Fire precaution

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. Workers must familiarise themselves with site emergency procedures upon induction. If there are anything you are not aware of, you must speak with the onsite manager.

Accident reporting

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 an appropriate person in authority at your assignment location and Angard Staffing for their records.

We require everyone to comply with this policy and associated health and safety standards set out by your end hirer.

- Report immediately on site
- Report to Angard should it result in any absence from work
- Local accident reporting procedures will be carried out by the end hirer
- Angard Staffing will ensure appropriate records are maintained and that RIDDOR reporting requirements are met where applicable

PPE

Angard will provide all employees with the required PPE for the assignment they are carrying out. Angard will liaise with the end hirer to ensure that all Health and Safety requirements are understood.

Risk Assessment

Risk assessments will be carried out in conjunction with the end hirers local processes and procedures as the employee will be risk assed against the role they will be carrying out. Angard Staffing will work in conjunction with them to carry out any reasonable adjustments.

Workers must:

- Declare any health condition that could affect their ability to work safely
- Inform Angard and the end hirer if they feel unfit for duty

Reasonable adjustments will be considered where appropriate.

Eyesight test

If you use display screen equipment (VDUs) for a significant part of your working day, you are entitled to an eyesight test at Angard Staffing's expense at reasonable intervals. Where glasses are required specifically and solely for VDU use, Angard Staffing may contribute towards the cost. Please contact hr@angardstaffing.co.uk for further details.

Health and Safety Induction

The appropriate health and safety induction will be provided at the start of your assignment. This will be delivered either by Angard Staffing or by the end hirer on site, depending on the requirements of your role.

Where to go for further information



Contact the Angard Helpline Number on 0333 240 8502



If you have any queries about this policy email hr@angardstaffing.co.uk



For web access www.angardstaffing.co.uk

Review

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

Last review date: 30th June 2026