PINEAPPLE PARTNERS

Health and Safety Policy

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1. General statement of intent

Pineapple Partners is committed to providing a safe and healthy working environment for its employees, its placed workers, and everyone affected by its business. We will meet the requirements of the Health and Safety at Work etc. Act 1974 and all supporting regulations, not as a ceiling but as a floor: where we can reasonably do better, we will.

This policy is endorsed by the Director, brought to the attention of every employee and placed worker, and reviewed at least annually or when circumstances change.

2. Our responsibilities as an employment business

Our people mostly work on premises we do not control: care homes, kitchens, warehouses, depots and client offices. That shapes how our duties work in practice. Before each assignment we:

- obtain from the hirer the key information about the role: the tasks involved, the risks identified in their risk assessments, the qualifications or licences required, and the control measures and personal protective equipment in place;
- pass that information to the worker before they accept the assignment;
- confirm the worker has the training, qualifications and fitness the role requires;
- check that the hirer will provide a site induction covering emergency procedures, first aid and welfare facilities.

We will not knowingly place a worker into an unsafe environment, and we will withdraw workers from any site where we believe their safety is not being protected, without penalty to the worker.

3. Organisation: who does what

The Director, Mathew Vandermotten, carries overall responsibility for health and safety, for providing the resources it needs, and for this policy being followed. Day-to-day coordination, assignment risk information, accident records, office safety, sits with office management. Every employee and placed worker shares the legal duty to take reasonable care of themselves and others, to cooperate with safety arrangements, to use equipment as trained, and never to interfere with anything provided in the interest of safety.

4. Consultation

We talk to our people about the things that affect their safety, directly and informally given our size, and formally whenever a change to work, equipment or premises is planned. Any worker can raise a safety concern at any time, to us or to the hirer, and both will act on it.

5. Office arrangements

For our own premises we maintain: workplace risk assessments, reviewed annually and after any incident; display screen equipment assessments for office staff; PAT-tested electrical equipment; clear fire evacuation procedures with tested alarms and unobstructed exits; adequate first aid provision and a maintained accident book; and safe storage of anything that could cause harm. Fire drills are held at least annually.

6. Accidents, incidents and RIDDOR

Every accident, injury, near miss or dangerous occurrence involving our staff or placed workers must be reported to us as soon as possible, as well as through the hirer’s own system. We record all incidents, investigate to prevent recurrence, and where an incident is reportable under RIDDOR we ensure the report is made, by the hirer where the law places the duty on them, or by us where it falls to us.

7. Specific arrangements

- Risk assessments: written, proportionate, reviewed annually, and always revisited for young workers, new and expectant mothers, and anyone with a disability or health condition that affects their work.
- Training: health and safety is part of induction for office staff; placed workers must hold the qualifications and safety tickets their role requires before assignment.
- Display screen equipment, manual handling, electrical safety, fire and first aid: managed as described in section 5 for our premises, and confirmed with the hirer for assignment settings.
- Accessibility: arrangements for people with disabilities or sensory needs are assessed individually, and we work with hirers to ensure placements are safe and accessible.
- Wellbeing: workload, stress and working hours are legitimate safety issues and can be raised through any of the routes in this policy.

8. Monitoring and review

We monitor accident and incident records, assignment feedback, and the outcomes of any inspections, and we review this policy annually against them. Failure by our own staff to follow this policy is a disciplinary matter; failure by a hirer to protect our workers is grounds to withdraw

supply.