Health and safety policy

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Section 2(3) of the Health and Safety at Work etc. Act 1974 asks an employer to write down its general policy on health and safety, the arrangements for carrying it out, and who is responsible. This is ours. It is published, not filed, so a worker, a client or an inspector can read it without asking.

1. Statement of intent

HIRINGUK LTD will, so far as is reasonably practicable, protect the health, safety and welfare of everybody who works for us, everybody we place with a client, and anybody else affected by what we do. We will not supply a worker to a job we have reason to think is unsafe, and we will not ask anybody to do something we would not be prepared to stand behind in front of an inspector.

Meeting the law is the floor, not the aim. Most of the harm in our sectors (driving, warehousing, construction, care, cleaning, security) comes from a handful of familiar things: tiredness, lifting, vehicles and people in the same space, falls, and being new on a site. This policy is written around those.

2. Where we stand

HIRINGUK LTD runs a job board, and is set up to act as an employment agency and an employment business. The agency side is not trading yet: the compliance page will say the day it starts. Sections 5 to 9 describe how it will work from that day, and they are written now so that nothing is improvised later.

3. Who is responsible for what

Who | Responsible for

Grigore Octavian Pupazan, director | Overall responsibility for health and safety at HIRINGUK LTD, for this policy and for making sure the arrangements below are carried out and resourced. Accidents, near misses and concerns come to the director.

Anybody who works for us | Taking reasonable care of themselves and others (section 7 of the Act), following this policy, and reporting a hazard, an accident or a near miss the same day.

The client (the hirer) | Controls the workplace day to day, and carries the main duty for the premises, the equipment, the site induction, supervision and first aid on site. Our terms of business say so, and ask the client to confirm it in writing.

The worker on assignment | The same duties as any worker: reasonable care, using equipment and protective equipment properly, and telling the client and us about anything unsafe.

4. Our own work

Our own work is mostly at a desk and on the road. Display screen work is assessed under the Health and Safety (Display Screen Equipment) Regulations 1992: a proper chair and screen height, breaks from the screen, and an eye test paid for on request. Driving for the business follows section 8 below. Lone working is kept to tasks that are safe to do alone, and somebody always knows where a person visiting a client site is and when they expect to be back.

5. Before a worker goes anywhere: the client's workplace

Under regulation 18 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003, before we supply a worker we must find out from the client the risks to health and safety it knows of and what it has done to prevent or control them, along with the experience, training and qualifications the job needs. We do this in writing, every time, not by telephone. In practice:

- The client fills in our assignment details: the hazards of the job, the protective equipment needed and who provides it, the site induction, the hours and shift pattern, and who the worker reports to.

- We pass that to the worker before the first shift, in writing, as regulation 15 of the Management of Health and Safety at Work Regulations 1999 requires for temporary workers.
- We confirm the worker has what the job needs: the licence, the card, the ticket or the training, and that they are willing to do it (regulation 19 of the Conduct Regulations).
- We do not supply where the answer is missing. If a client will not tell us the risks, or we have reason to think the workplace is not safe, the worker does not go.
- We visit where it matters: a new client, a site with vehicles and pedestrians, work at height, or anything a worker has raised. What we saw is written down.

6. Protective equipment

Protective equipment the job needs is provided free of charge. Section 9 of the Act forbids charging for anything done to meet a health and safety duty, and since 2022 the Personal Protective Equipment at Work Regulations 1992 cover workers as well as employees. We never deduct the cost of boots, hi-vis, gloves or a hard hat from a worker's pay, and we will not supply to a client who expects us to.

7. Hours, tiredness and night work

Tiredness is the risk that hides best. We work to the Working Time Regulations 1998: an average of no more than 48 hours a week unless the worker chooses to opt out in writing (and may opt back in), daily and weekly rest, breaks, and a free health assessment before and during night work. We do not stack shifts at two clients so that the total breaks those limits, and we ask a worker about other work before booking them.

8. Driving

Driving is the most dangerous thing most of our workers will do at work. We check the licence and its categories, the CPC card and the digital tachograph card where the job needs them, and the infringement history. We will never ask a driver to break the drivers' hours rules or to drive tired, and a driver who says they are too tired to drive is thanked, not penalised. A vehicle that is not roadworthy is not driven: the walkaround check comes first, and defects are reported to the operator.

9. Your right to stop

If you believe you are in serious and imminent danger, you may stop work and leave. Section 44 of the Employment Rights Act 1996 protects you from any detriment for doing so (since 2021 that covers workers as well as employees), and section 100 makes dismissing an employee for it automatically unfair. Tell the client's supervisor and tell us. We will back you while it is looked into, and you will not lose the work for raising it.

10. Accidents, near misses and reporting

Every accident, injury, case of work related ill health and near miss is reported to the client on site and to us the same day, and recorded. Reportable incidents are reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 by whoever the law makes responsible, and we keep our own record either way. We look at every report for what it says about the job, not to find somebody to blame.

11. Groups who need more care

Young workers under 18, new and expectant mothers, and workers with a disability or a health condition get a specific assessment of the job before they start (regulations 16 to 19 of the Management Regulations), and the reasonable adjustments the Equality Act 2010 requires. Anybody can tell us in confidence about something that affects their safety at work.

12. Insurance

We will not supply a worker without employers' liability insurance in force, as the Employers' Liability (Compulsory Insurance) Act 1969 requires, together with public liability cover. The current certificates are listed on the compliance page once the agency side trades.

13. Raising a concern

Tell us at hello@hiringuk.co.uk, marked for the director, or use our speaking up policy if it is about us. You can also go straight to the Health and Safety Executive at hse.gov.uk. Nobody suffers for raising a safety concern in good faith.

14. Approval and review

Approved by Grigore Octavian Pupazan, director of HIRINGUK LTD, on 26 November 2026. Reviewed at least once every twelve months, after any serious incident, and on the day the agency side starts trading. Next review due: November 2027.