



HEALTH AND SAFETY POLICY

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Health and Safety Policy

1. Statement of General Policy

Mighty Recruitment Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, subcontractors, and others who may be affected by our operations. We aim to comply with all relevant health and safety legislation and continuously improve our health and safety performance.

The Managing Director takes overall responsibility for health and safety and will ensure adequate resources are allocated to ensure the effective implementation of this policy. We are committed to providing safe and healthy working conditions, suitable equipment, systems of work, and sufficient training and supervision.

We consult with employees on matters affecting their health and safety and regularly review and revise this policy as necessary, particularly following significant changes or annually at minimum.

This policy is signed and endorsed by the Managing Director and communicated to all staff and relevant parties.

2. Organisation for Health and Safety

The ultimate responsibility for health and safety rests with the Managing Director, Mr. Abdul Moiz Khan. He is responsible for ensuring this policy is implemented effectively across all operations.

Key Responsibilities:

- Department Managers: Implement this policy in their departments and ensure staff understand relevant health and safety risks and controls.
- Supervisors: Ensure equipment is used safely and staff are trained for specific tasks.
- Employees: Take reasonable care of their own health and safety and that of others. Use safety equipment properly, report hazards, and follow health and safety procedures.

Health and safety duties are included in job descriptions where appropriate and reviewed periodically to ensure clarity and accountability.

3. Arrangements for Health and Safety

To meet our policy commitments, Mighty Recruitment Ltd has implemented the following arrangements:

- Risk Assessments: Regular risk assessments conducted to identify and control hazards.
- Training: All staff receive appropriate training for their roles and tasks.
- Accident Reporting: All accidents and near misses are recorded, investigated, and corrective actions taken.
- PPE: Personal Protective Equipment is provided and its use enforced.
- Fire Safety: Fire alarms and extinguishers are maintained and fire drills conducted.
- First Aid: Adequate first-aid equipment and trained personnel are available on site.
- Consultation: Employees are consulted on health and safety matters through regular meetings and updates.
- Monitoring: Health and safety practices are monitored through inspections and audits.
- Emergency Procedures: Established and communicated to all employees.

This policy and all arrangements will be reviewed annually and whenever significant changes occur in the business.

Name: Abdul Moiz Khan

Position: Managing Director

Signed: 