

Dockside Personnel Limited

Health & Safety Policy for Agency Workers

1. Policy Statement

Dockside Personnel Limited is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all agency workers supplied to client sites. We recognise our responsibilities under the Health and Safety at Work etc. Act 1974 and associated UK health and safety legislation.

This policy sets out the arrangements and responsibilities for managing health and safety risks affecting agency workers while on assignment.

2. Legal Framework

This policy is informed by, but not limited to, the following legislation:

- Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - Provision and Use of Work Equipment Regulations 1998 (PUWER)
 - Personal Protective Equipment at Work Regulations 2022
 - Working Time Regulations 1998
 - Agency Workers Regulations 2010
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3. Responsibilities

3.1 Dockside Personnel Limited

Dockside Personnel Limited will:

- Assess health and safety risks associated with agency roles prior to placement
- Obtain relevant health and safety information from client companies
- Ensure agency workers receive appropriate information, instruction and induction requirements
- Confirm competence, qualifications and training where required
- Provide information on reporting accidents, incidents and near misses
- Cooperate with client companies on health and safety matters
- Review assignments if concerns regarding health and safety are identified

3.2 Client Companies

Client companies are responsible for:

- Providing a safe working environment for agency workers

- Carrying out site-specific risk assessments
- Providing task-specific training, supervision and site induction
- Supplying suitable work equipment and personal protective equipment (PPE)
- Ensuring safe systems of work are followed
- Reporting accidents, incidents or dangerous occurrences involving agency workers

3.3 Agency Workers

Agency workers are required to:

- Take reasonable care of their own health and safety and that of others
 - Cooperate with Dockside Personnel Limited and the client company on health and safety matters
 - Follow all site rules, procedures and safe systems of work
 - Use equipment and PPE correctly
 - Report hazards, unsafe conditions, accidents, incidents and near misses immediately
 - Only undertake tasks they are trained and authorised to perform
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4. Risk Assessment

Risk assessments will be undertaken by the client company for all work activities. Dockside Personnel Limited will:

- Review risk information provided by clients prior to assignment
 - Ensure agency workers are informed of relevant risks and control measures
 - Refuse placements where unacceptable risks are identified and not adequately controlled
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5. Training and Induction

All agency workers must receive:

- A general health and safety briefing from Dockside Personnel Limited
- A site-specific induction from the client company before commencing work
- Task-specific training and supervision as required

Specialist training or certification (e.g. manual handling, forklift operation, confined spaces) must be verified before placement.

6. Personal Protective Equipment (PPE)

- Client companies are responsible for providing task-specific PPE unless otherwise agreed
 - Agency workers must wear PPE as instructed and report defects or shortages immediately
 - PPE must be used, maintained and stored correctly
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7. Accident, Incident and Near Miss Reporting

All accidents, incidents and near misses must be reported immediately to:

- The client site supervisor or manager
- Dockside Personnel Limited

Dockside Personnel Limited will ensure appropriate investigation and reporting, including RIDDOR reporting where applicable.

8. Health, Welfare and Fitness for Work

- Agency workers must declare any medical conditions that may affect their ability to work safely
 - Workers must not attend work under the influence of drugs or alcohol
 - Adequate welfare facilities must be provided by the client company
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9. Consultation and Communication

Dockside Personnel Limited encourages open communication regarding health and safety. Agency workers are encouraged to raise concerns without fear of reprisal.

10. Monitoring and Review

This policy will be monitored and reviewed:

- Annually
 - Following changes in legislation
 - After serious incidents or accidents
 - When work activities or environments change significantly
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11. Policy Acceptance

All agency workers supplied by Dockside Personnel Limited are expected to comply with this policy as a condition of their assignment

12. Policy Review

Approved by: Dockside Personnel Operations Team
Review Date: 31/12/2026