

Health & Safety Policy

1. Statement of Intent

Innovate Hire Solutions is committed to maintaining high standards of health and safety across all aspects of its operations. We recognise our responsibility to protect the wellbeing of all individuals engaged in our activities and to conduct our business in a safe and responsible manner.

Management accepts overall responsibility for health and safety and is committed to providing a safe and healthy working environment. This includes ensuring that appropriate systems, processes, and controls are in place, and that all freelancers and associates operate in a safe and responsible manner.

2. Scope

This policy applies to all activities undertaken by Innovate Hire Solutions, including services delivered by independent freelance professionals engaged by the business.

3. Responsibilities

3.1 Management Responsibility

The Director of Innovate Hire Solutions is responsible for:

- Ensuring appropriate health and safety arrangements are in place
- Reviewing risks associated with business activities
- Implementing proportionate control measures
- Monitoring and reviewing this policy regularly

3.2 Freelancer Responsibilities

All freelancers and associates engaged by Innovate Hire Solutions are expected to:

- Work in a safe and responsible manner
- Comply with any relevant health and safety requirements
- Maintain a safe working environment, particularly when working remotely
- Report any health and safety concerns or incidents promptly

4. Risk Management

Innovate Hire Solutions adopts a risk-based approach to health and safety. Given the nature of our services, which are primarily remote and office-based, the main risks include:

- Display Screen Equipment (DSE) use
- Home/remote working environments
- Work-related stress and wellbeing

5. Control Measures

To manage these risks, we implement the following controls:

- Encouraging safe workstation setup and regular breaks
- Promoting flexible working practices to support wellbeing
- Maintaining clear communication channels
- Engaging experienced professionals capable of managing their own work environments safely

6. Communication and Reporting

All individuals engaged by Innovate Hire Solutions are encouraged to report any health and safety concerns or incidents. Any issues raised will be reviewed and appropriate action will be taken.

7. Monitoring and Review

This policy will be reviewed annually or sooner if there are significant changes to the nature of our work or contractual requirements.

8. Compliance

Innovate Hire Solutions is committed to complying with all relevant health and safety legislation and maintaining best practice standards appropriate to the size and nature of the business.