Health and Safety Policy

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Document owner	Ignite Talent Group Ltd
Approved by	Nicholas Ryan, Director
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This policy states the corporate position for clients, candidates, workers, suppliers and stakeholders as applicable.

Health and Safety Policy

Ignite recognises that health and safety is a shared responsibility across its own offices, recruitment activity, client interactions and supplied worker arrangements. The group is not normally a principal contractor or site controller; however, it has a duty to operate safely and to support clients and workers with appropriate information, checks and escalation.

Purpose

This policy sets out the group approach to managing health and safety risks within Ignite offices, remote working, client meetings, site visits, recruitment activity and construction labour supply.

It is designed to support compliance, client assurance and safe working, including the written health and safety policy requirement applicable to businesses of this size and risk profile.

Scope

This policy applies to Ignite Talent Group Ltd and to each Ignite recruitment vertical where the policy is relevant to its operations, client work, candidates, workers, consultants, employees and supply-chain relationships.

Where a vertical has a sector-specific requirement, that requirement should be read with the relevant appendix or operational procedure. Construction-specific controls are applied more rigorously where client sites, labour supply, temporary assignments, training evidence or framework onboarding require additional assurance.

Policy commitments

- Maintain a safe working environment for employees and visitors.
- Provide relevant health and safety information to staff and workers where required.
- Require staff and supplied workers to comply with client site rules, inductions, PPE requirements, RAMS and safe systems of work.
- Avoid placing workers into roles where material safety information is unclear or unacceptable.
- Escalate incidents, near misses, unsafe work concerns and client-site issues promptly.
- Maintain proportionate records of health and safety arrangements and evidence.

Responsibilities

Directors and senior leaders

- Set the policy direction, provide resources, and maintain accountability for the governance framework.
- Ensure material risks are reviewed and that controls remain proportionate to the size, risk profile and vertical activity of the group.

Managers and consultants

- Apply the policy in day-to-day recruitment, client, candidate and worker interactions.
- Keep records accurate and escalate gaps, concerns or client requirements promptly.

Employees, workers and representatives

- Act honestly, follow approved processes, protect confidential information and report concerns without delay.

How this policy is applied

Office and remote working arrangements

Ignite will maintain reasonable arrangements for office safety, workstation safety, emergency procedures and safe remote working. Staff are expected to use equipment safely, maintain confidentiality when working remotely and report hazards or incidents.

- Office risk assessment and emergency information kept available.
- Remote workers expected to maintain safe workstations and use company-approved systems.
- Employees must report equipment defects, unsafe conditions and security incidents.

Client sites and construction environments

Ignite staff and supplied workers may attend client or construction environments. Where the client controls the site, Ignite expects the client or principal contractor to provide site induction, site rules, project risk information and safe systems of work.

- No supplied worker should start work where required induction or safety information has not been provided.
- Supplied workers must comply with client site rules, PPE requirements and supervision arrangements.
- Concerns about unsafe work must be escalated to the Ignite contact and, where necessary, work must stop.

PPE, induction and RAMS

Where a role requires PPE, site induction, permits, method statements or specific risk assessments, Ignite will support the client by obtaining or confirming role-relevant information and by requiring worker cooperation.

- PPE requirements to be confirmed before assignment where reasonably practicable.
- Workers to attend inductions required by the client or principal contractor.
- Ignite does not authorise workers to disregard client RAMS or site controls.

Accident, incident and near-miss reporting

Incidents involving employees, consultants or supplied workers should be reported promptly. Ignite will record the report, consider whether client notification is required, and escalate to competent advice if there is a potential reportable event.

- Maintain an incident log.
- Investigate recurring trends or serious reports.
- Record corrective actions and follow-up where appropriate.

Competent advice and review

Ignite will seek competent health and safety advice where required, including where new activities, client requirements or construction assignments create risks outside routine recruitment operations.

- Review health and safety arrangements annually or after a serious incident.
- Keep evidence of competent advice or external support where relied upon.

Records and evidence retained

- Health and safety policy and review records.
- Office and remote-working risk assessment records where used.
- Incident, near-miss and unsafe-work reports.
- Client/site induction confirmations where provided.
- Training and competence records where relevant.
- Evidence of competent H&S advice or external support where used.

Sector-specific application

Construction vertical

- Construction roles should be screened for site-readiness requirements such as CSCS, asbestos awareness, IPAF, PASMA, trade-specific competence and client induction.
- Ignite Construction Talent Ltd should not present itself as controlling site RAMS unless that responsibility has been expressly agreed and evidenced.

Reporting concerns

Questions, concerns or requests for further information should be raised through the relevant manager or through the group compliance contact at compliance@ignitetalentgroup.co.uk.

Concerns involving wrongdoing, unsafe practice, exploitation, bribery, unlawful discrimination, data protection or serious non-compliance may also be escalated under the Whistleblowing and Speak-Up Policy.

Approval and review

Approved by	Nicholas Ryan
Position	Director
For and on behalf of	Ignite Talent Group Ltd
Date approved	12 June 2026
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