



# Health & Safety Policy

## Document Control

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- **Owner:** Kane Faulkner-Wild – Founder & Lead Consultant

## Policy Statement

At Deuce, we are committed to maintaining a safe, healthy, and compliant working environment for our employees, candidates, clients, and all other parties affected by our business activities.

We recognise our responsibilities under UK health and safety legislation and are committed to implementing appropriate systems and controls to manage risks effectively.

Our approach is informed by the principles of internationally recognised occupational health and safety management standards, including ISO 45001. While we are not currently certified to ISO 45001, we aim to align our practices with its core principles in a manner proportionate to the size and nature of our operations.

## Our Approach

As a recruitment agency operating a largely digital and hybrid working model, our direct health and safety risks are relatively low. However, we recognise the importance of proactively managing risks associated with office work, remote working, and placements at client sites.



## **Our Commitments**

We are committed to:

### **Health & Safety Management**

Establishing and maintaining appropriate health and safety procedures to identify, assess, and manage risks across our operations.

### **Risk Assessment Processes**

Conducting risk assessments covering office environments, remote working arrangements, and any relevant client site interactions.

Ensuring these assessments are reviewed periodically and updated where necessary.

### **Candidate & Client Site Due Diligence**

Undertaking reasonable due diligence on client organisations to ensure they maintain appropriate health and safety standards before placing candidates.

This includes confirming the existence of suitable risk assessments, policies, and safe systems of work.

### **Training & Awareness**

Providing employees with relevant health and safety information, instruction, and training appropriate to their roles.

This includes Display Screen Equipment (DSE) assessments for both office-based and home working environments.

### **Incident Reporting & Monitoring**

Maintaining procedures for the reporting, recording, and investigation of accidents, incidents, and near misses.

Ensuring that appropriate corrective actions are taken and lessons learned are implemented.

### **Wellbeing & Mental Health**

Promoting a positive working environment that supports employee wellbeing and mental health.

Encouraging open communication, manageable workloads, and flexible working practices.

### **Remote Working Safety**

Providing guidance and support to ensure that remote and home working environments are safe, suitable, and ergonomically appropriate.

### **Compliance Obligations**

Complying with all applicable health and safety legislation and relevant industry guidance.

### **Continuous Improvement**

Regularly reviewing our health and safety practices and seeking opportunities to improve our performance in line with business needs and best practice.



## **Responsibilities**

All employees and associates are expected to:

- Take reasonable care of their own health and safety and that of others
- Follow company policies and procedures
- Report hazards, concerns, incidents, or near misses promptly

Overall responsibility for health and safety rests with the Owner, who is responsible for ensuring this policy is implemented, maintained, and reviewed regularly.

## **Review**

This policy will be reviewed annually or sooner if there are significant changes to business operations or relevant legislation.