

CORONAVIRUS HEALTH & SAFETY GUIDANCE

We hope you are keeping safe and well during these unprecedented times.

As some of the earlier lockdown measures are eased and businesses and organisations are returning to work, we are committed to following Government advice and guidance about how to manage health and safety issues relating to coronavirus for the protection of staff, clients, candidates, and the public.

When supplying a temporary worker, in addition to the usual health and safety information that we are required to obtain under the 'Conduct of Employment Agencies and Employment Businesses Regulations 2003' (Conduct Regulations), we will ensure that any COVID-19 training/preventative measures implemented by the client are given to the candidate so they can understand the COVID-19 safety procedures before they start.

The Government have advised that we greatly minimise the number of visitors coming to our offices - this includes our existing candidates and new candidates who register with us. As such, on the 30 March 2020, the government announced that right to work checks have been changed temporarily due to COVID -19. The temporary changes mean that checks can now be carried out over video calls. We will still be able to carry out the requisite right to work checks without our candidates having to show us the originals in person thereby minimising face to face interviews /meetings and unnecessary visits.

Rest assured, before putting candidates forward for any interviews or roles with our clients, we will advise our candidates to notify us, or ask them whether they are exhibiting COVID- 19 related symptoms. If any of our candidates are exhibiting any COVID-19 related symptoms, no matter how mild, they will not be permitted to attend an interview or work, and instead advised to self-isolate in line with Government guidance.

If requested, face masks can be provided to any candidate working for us in accordance with the 'Personal Protective Equipment at Work Regulations 1992' (the PPE Regulations).

If you have any questions about how to manage health and safety issues relating to coronavirus then please do feel free to get in touch.