



SOTERIA
PEOPLE
PROTECT - ENVELOP - NURTURE



SOTERIA **PEOPLE**

POLICY
DOCUMENT

Health and Safety **Policy**

Health and Safety Policy

1. Introduction

Soteria People Ltd is committed to ensuring the health, safety, and well-being of all employees, candidates, clients, and stakeholders. As a recruitment company specialising in permanent recruitment for residential childcare, we recognise our responsibility to maintain a safe and compliant working environment, adhering to all relevant health and safety regulations.

2. Purpose

This policy aims to:

- Promote a culture of health and safety within our organisation and recruitment processes.
- Prevent accidents, injuries, and work-related illnesses.
- Ensure compliance with the Health and Safety at Work Act 1974 and other relevant legislation.
- Provide clear guidance on risk management and reporting procedures.

3. Scope

This policy applies to:

- All employees and contractors of Soteria People Ltd.
- Visitors to our office premises.

4. Responsibilities

4.1 Management Responsibilities

Soteria People Ltd management will:

- Ensure compliance with health and safety laws.
- Conduct regular risk assessments and implement control measures.

- Provide necessary health and safety training to employees.
- Ensure a safe and ergonomic working environment.
- Investigate health and safety concerns and take corrective action.

4.2 Employee Responsibilities

All employees must:

- Follow health and safety procedures and company guidelines.
- Report any hazards, accidents, or unsafe practices.
- Use work equipment properly and adhere to safety instructions.
- Maintain a safe and tidy working environment.

3. Incident Reporting and Investigation

All workplace incidents, accidents, and near misses must be reported immediately.

Reports should be submitted via info@soteriapeople.co.uk.

Management will investigate and take necessary corrective actions.

Serious incidents will be reported to the appropriate regulatory bodies.

4. Training and Awareness

Employees will receive health and safety training relevant to their roles.

Training will cover topics such as:

- Workplace safety procedures.
- Fire safety and emergency evacuation.
- Manual handling and first aid awareness.
- Refresher training will be provided periodically.

5. Compliance and Monitoring

Soteria People Ltd will:

- Regularly review and update this policy.
- Monitor compliance through audits and inspections.
- Encourage a proactive approach to health and safety among employees, candidates, and clients.

6. Contact Information

For any health and safety concerns, please contact:

Email: info@soteriapeople.co.uk

Phone: 01925 973 319

Reviewed and Approved by: Robert Taylor
Position: Managing Director
Date: 01/02/25
Review Date: 01/02/26



Leading the way in residential childcare recruitment

Contact Info:



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