



## ***Health & Safety Protocol - Manstaff Ltd***

Last Updated: January 02, 2025

### **Our Commitment to Safety**

Safety at Manstaff Ltd extends beyond mere compliance—it's embedded in our organizational DNA. From our Derby headquarters, we've developed a comprehensive approach that reflects our dedication to manufacturing recruitment excellence. Under Nick Calin's leadership, we've created a safety framework that protects our team, clients, and candidates while supporting our specialized recruitment services.

### **Understanding Our Safety Approach**

In manufacturing recruitment, safety begins with the first interaction. Our team carefully assesses each workplace environment, ensuring that from initial interviews to final placements, every step prioritizes wellbeing. We've developed specialized protocols for client site visits, incorporating industry-specific safety measures that protect both our team and candidates during the recruitment process.

### **Workplace Safety Excellence**

Our Derby office serves as a model of workplace safety innovation. We've created an environment where ergonomic design meets practical safety measures. Every workstation is thoughtfully arranged to support long-term health, while our overall office layout facilitates swift emergency response.

Digital and physical security merges in our document management approach. Sensitive candidate and client information receives the highest level of protection, with multi-layered security protocols protecting both electronic and paper-based documents.

### **Professional Growth and Safety Awareness**

We view safety training as an ongoing journey rather than a destination. Our recruitment team members regularly participate in specialized safety programs that combine core competencies with industry-specific knowledge. From basic health and safety principles to advanced risk assessment techniques, we ensure our team stays ahead of evolving safety challenges in the recruitment sector.

### **Risk Assessment and Management**

Our approach to risk mirrors the precision of our recruitment processes. Regular evaluations cover everything from our office environment to client site visits. We don't just identify risks—we develop and implement specific control measures, monitoring their effectiveness and adjusting as needed to ensure the safety of our team and candidates.

### **Emergency Readiness**

Like a well-organized recruitment process, our emergency response system stays ready for immediate action. We maintain clear protocols for various scenarios, from fire safety to security incidents. Our emergency equipment undergoes regular testing, while communication systems ensure swift response coordination.



### Communication Framework

Information flow follows carefully designed channels, ensuring safety updates reach every team member effectively. We maintain open lines of communication with clients and candidates, sharing safety requirements and emergency procedures clearly and promptly.

### Continuous Enhancement

Safety at Manstaff Ltd evolves with our recruitment services. Regular safety meetings provide forums for sharing best practices and addressing emerging challenges. We continuously review and update our protocols, incorporating feedback and technological advances to enhance our safety framework.

### 24/7 Support and Assistance

Our commitment to safety never sleeps. We maintain round-the-clock support through our Derby headquarters:

Manstaff Ltd  
370 Osmaston Park Road  
Derby, DE24 8FB  
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### Looking Forward

This protocol represents our unwavering commitment to safety excellence across all recruitment operations. As we continue to grow and adapt, our safety standards evolve while maintaining the core principles that protect our team, clients, and candidates.

Authorized by:  
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