



Champion Contract Services Ltd - Health & Safety Guidelines

Champion Contract Services Ltd has a statutory responsibility to provide all employees with the information, training, and other support as is necessary to enable work activities to be carried out safely at all times.

In support of this, we will issue you with a health & safety questionnaire when you undertake each and every new assignment to demonstrate that all steps, as are reasonably practical, have been taken to ensure your own health and safety and that of your work colleagues.

As you start each new assignment, a safety induction process should be made available to you by the end client, whereby the client will advise you of their health & safety procedures along with their nominated safety contacts. This induction will assist you to complete your Champion questionnaire.

Important points to note (along with the questionnaire points)

- ▲ You must familiarise yourself with the client's fire evacuation procedure.
- ▲ If you were to have an accident or 'near miss' you should always register this in the clients accident book and report this to Champion Contract Services Ltd as soon as possible.
- ▲ You should be made aware of the first aid provisions, know the identity of designated first aiders and the whereabouts of any first aid facilities.
- ▲ It is important for you to read and understand any appropriate risk assessments which have been prepared particularly for any work procedures or work systems that you will undertake such as manual handling, hazardous substances, working at heights, the use of display screen equipment, personal protective equipment etc.
- ▲ If you work from home for all or part of your assignment, please ensure that your work station is set up correctly and safely (a copy of the DSE recommendations are available from Champion Contract Services Ltd if required). You should give yourself adequate breaks when working at a computer screen for any length of time (more than one hour in any one session).
- ▲ If you are required to drive during the course of your assignment, please ensure that you drive safely and in accordance with road traffic legislation, particular emphasis is placed on the safe use of mobile phones.

It is important that you take these requirements seriously and you must liaise with your nominated client contact if you feel that your health & safety is being put at risk. You must also immediately raise your concerns with Champion Contract Services Ltd.

If you have any questions regarding this document, please contact Champion Contract Services Ltd on 0845 313 2760 or 0161 703 2549.