



HEALTH SAFETY & WELFARE APPENDICES

CONTENTS

Appendix A	- Policy Cross-reference Matrix	Page 4
Appendix B	- Official Legal and Guidance Source Register	Page 5 - 7
Appendix C	- Audit Evidence Checklist	Page 8
Appendix D	- Practical Worker Checklist	Page 9
Appendix E	- Closing Statement	Page 9





PART 3

APPENDICES

APPENDIX A – POLICY CROSS-REFERENCE MATRIX

This matrix links the handbook sections to the detailed policy pack and indicates the sort of evidence or control an auditor may reasonably expect to see.

HANDBOOK TOPIC	LINKED DETAILED POLICIES	TYPICAL AUDIT EVIDENCE
Introduction / Governance	Risk Management; Incident Reporting; Safeguarding	Document control, versioning, company details, annual review.
Roles and Responsibilities	Risk Management; Incident Reporting	Defined responsibilities for board compliance, host client and workers.
Starting an Assignment	Risk Management; PPE; Safeguarding; Fire Safety	Induction, permits, local rules, welfare, first aid and emergency arrangements.
Accident / Near Miss Reporting	Incident Reporting and RIDDOR	Accident log, investigation records, corrective actions.
Young Persons / Expectant mothers	Risk Management; Safeguarding	Specific risk assessment and suitability review.
Asbestos / COSHH / Lead	COSHH; PPE; Incident Reporting	Assessments, SDS, exposure control, disturbance/spill escalation.
Work equipment / Machinery / Electricity	Risk Management; PPE	Pre-use checks, inspection, competence and defect reporting.
Lifting Operations	Risk Management; PPE	Lift plans, examinations, operator competence.
Manual Handling	Manual Handling	Assessment, task redesign, handling aid evidence.
Noise / Vibration	PPE; Risk Management	Exposure assessment, health surveillance where needed.
Fire Safety / Hot Work	Fire Safety and Hot Work	Fire risk controls, permits, fire watch and emergency planning.
Violence / Lone Working / Safeguarding	Safeguarding; Incident Reporting	Risk assessment, incident logs, suitability and support records.
Welfare / DSE / Slips and Trips / Transport	Risk Management; Manual Handling	Housekeeping, welfare, route control, workstation assessment.
Work at Height	Work at Height; PPE	Access selection, inspection, rescue planning.



APPENDIX B – OFFICIAL LEGAL AND GUIDANCE SOURCE REGISTER

The sources below were checked against official public websites when preparing this edition. Users should continue to verify that links remain current and that no later amendments have been issued after the review date.

AREA	OFFICIAL SOURCE	WHY IT MATTERS
Company Registration	Companies House - People CIS Limited overview	Confirms company number and registered office details used in this document.
Core Law	HSE - Health and Safety at Work etc. Act 1974	Primary health and safety legislation for Great Britain.
Management System	HSE - Managing for Health and Safety (HSG65)	Plan - Do - Check - Act model used throughout this handbook.
Risk Assessment	HSE - Managing Risk and Risk Assessment at Work	Risk assessment baseline and minimum legal expectations.
RIDDOR	HSE - RIDDOR Main Guidance	Reportable incident categories and reporting route.
Young Persons	HSE - Young People at Work	Specific duties for workers under 18.
Pregnancy and New Mothers	HSE - Pregnant workers and New Mothers	Individual risk assessment and adjustment expectations.
Asbestos	HSE - Control of Asbestos Regulations 2012 / L143	Asbestos management and duty to manage.
Confined Spaces	HSE - Confined Spaces Regulations 1997 / L101	Entry avoidance, permit controls and rescue planning.
Electricity	HSE - Electricity at Work Regulations 1989 / HSR25	Electrical safety duties and safe working practices.
Excavations and Services	HSE - Avoiding Danger from Underground Services / HSG47	Planning, locating services and safe excavation.
PUWER	HSE - Power Overview	Suitability, maintenance and competence for work equipment.
First Aid	HSE - First Aid Legislation	Adequate and appropriate first aid provision.
COSHH	HSE - COSHH Overview	Hazardous substance assessment and control.

APPENDIX B – OFFICIAL LEGAL AND GUIDANCE SOURCE REGISTER (CONT)

The sources below were checked against official public websites when preparing this edition. Users should continue to verify that links remain current and that no later amendments have been issued after the review date.

AREA	OFFICIAL SOURCE	WHY IT MATTERS
COSHH Limits	HSE - Workplace Exposure Limits / EH40	Use latest workplace exposure limits and monitoring principles.
DSEAR	HSE - DSEAR Overview	Fire and explosion controls for dangerous substances.
Lead	HSE - Control of Lead at Work Guidance	Lead exposure control, hygiene and surveillance.
LOLER	HSE - LOLER Overview	Planning and examination requirements for lifting operations.
Manual Handling	HSE - Manual Handling Guidance	Avoid assess and reduce hazardous manual handling.
Noise	HSE - Noise Regulations	Action values, hearing protection and exposure control.
Display Screen Equipment	HSE - DSE Overview	Assessment and break requirements for DSE users.
PPE	HSE - Extended Scope of PPE Regulations	Extension of PPE duties to limb (b) workers from 6 April 2022.
Work at Height	HSE - The Law on Work at Height	Hierarchy for avoiding and controlling falls.
Welfare	HSE - Workplace Health, Safety and Welfare	Basic workplace welfare standards.
Slips and Trips	HSE - Slips and Trips	Common causes and practical prevention.
Workplace Transport	HSE - Workplace Transport	Segregation and route control for pedestrians and vehicles.
Vibration	HSE - Vibration at Work	HAV and whole body vibration controls.
Violence and Aggression	HSE - Violence and Aggression at Work	Risk assessment and support following incidents.

APPENDIX B – OFFICIAL LEGAL AND GUIDANCE SOURCE REGISTER (CONT)

The sources below were checked against official public websites when preparing this edition. Users should continue to verify that links remain current and that no later amendments have been issued after the review date.

AREA	OFFICIAL SOURCE	WHY IT MATTERS
CDM 2015	<u>HSE - Construction (Design and Management) Regulations 2015</u>	Planning and dutyholder expectations in construction.
Rail Safety Critical Work	<u>ORR - Safety Critical Work under ROGS</u>	Competence, fitness and fatigue in rail safety critical work.
Safeguarding Children	<u>GOV.UK - Working Together to Safeguard Children 2026</u>	Latest multi-agency statutory safeguarding framework.
Education Safeguarding	<u>GOV.UK - Keeping Children Safe in Education</u>	Current education sector safeguarding duties.
Adult Safeguarding	<u>GOV.UK - Care and Support Guidance</u>	Adult safeguarding framework under the Care Act.

APPENDIX C – AUDIT EVIDENCE CHECKLIST

The checklist below is not exhaustive, but it captures the records and proof points commonly expected in health and safety due diligence and internal audit discussions.

EVIDENCE ITEM	WHY IT MATTERS	TYPICAL OWNER	REVIEW FREQUENCY
Controlled handbook and policy pack	Shows documented governance, version control and annual review.	People CIS compliance / document control	Annual and on change
Worker issue / onboarding acknowledgment	Demonstrates workers have been issued core rules and escalation routes.	Onboarding / compliance	At onboarding and significant update
Incident / near miss register	Supports trend analysis and corrective action tracking.	Host client plus People CIS incident log	Real time; management review monthly/quarterly
RIDDOR decision log	Shows reportability triage and escalation discipline.	Compliance / H&S support	Per relevant incident
Risk information and escalation records	Shows due diligence where role information is incomplete or contradictory.	Compliance / recruiters	Per assignment
Training / induction evidence	Shows workers have been briefed on site and topic-specific risks.	Host client and internal onboarding	Per assignment / refresher as needed
COSHH / fire / work at height permits where relevant	Supports control of higher-risk work.	Host client / site controller	Per task
PPE issue / replacement evidence	Shows required PPE is available and defects are managed.	Host client / stores / supervisors	As issued and replaced
Safeguarding suitability and escalation records	Supports safer placement and concern handling.	Compliance / safeguarding contact	Before start and per concern
Corrective action tracker	Shows incidents and audits lead to actual improvement.	Management / compliance	Ongoing

APPENDIX D – PRACTICAL WORKER CHECKLIST

Workers can use the checklist below as a simple memory aid before starting or continuing an assignment.

- Have I been inducted and do I know who is supervising me?
- Do I understand the task, the hazards, the control measures and any permit conditions?
- Do I know the emergency, fire, first-aid and welfare arrangements?
- Do I have the right tools, equipment, competence and PPE for the task?
- Have I reported any restriction affecting my fitness for work, including pregnancy, injury or medication concerns?
- Am I clear how to stop work and who to contact if something is unsafe?

APPENDIX E – CLOSING STATEMENT

This handbook has been prepared as a practical working document. It should be reviewed alongside current host-client arrangements and the official sources listed above. Where there is conflict between a generic statement in this handbook and a site-specific lawful control measure provided by the host client, the more specific and protective control should be followed and any uncertainty escalated immediately.

Issued by People CIS Limited

Company Number 06933298,

Registered Office People Group House, Three Horseshoes Walk, Warminster, England, BA12 9BT.

Review Date: 15 April 2027.



HEALTH SAFETY & WELFARE APPENDICES