

Tackling labour abuse - joint working and intelligence sharing

Open Government status: Open

Target audience: All HSE and LA Inspectors

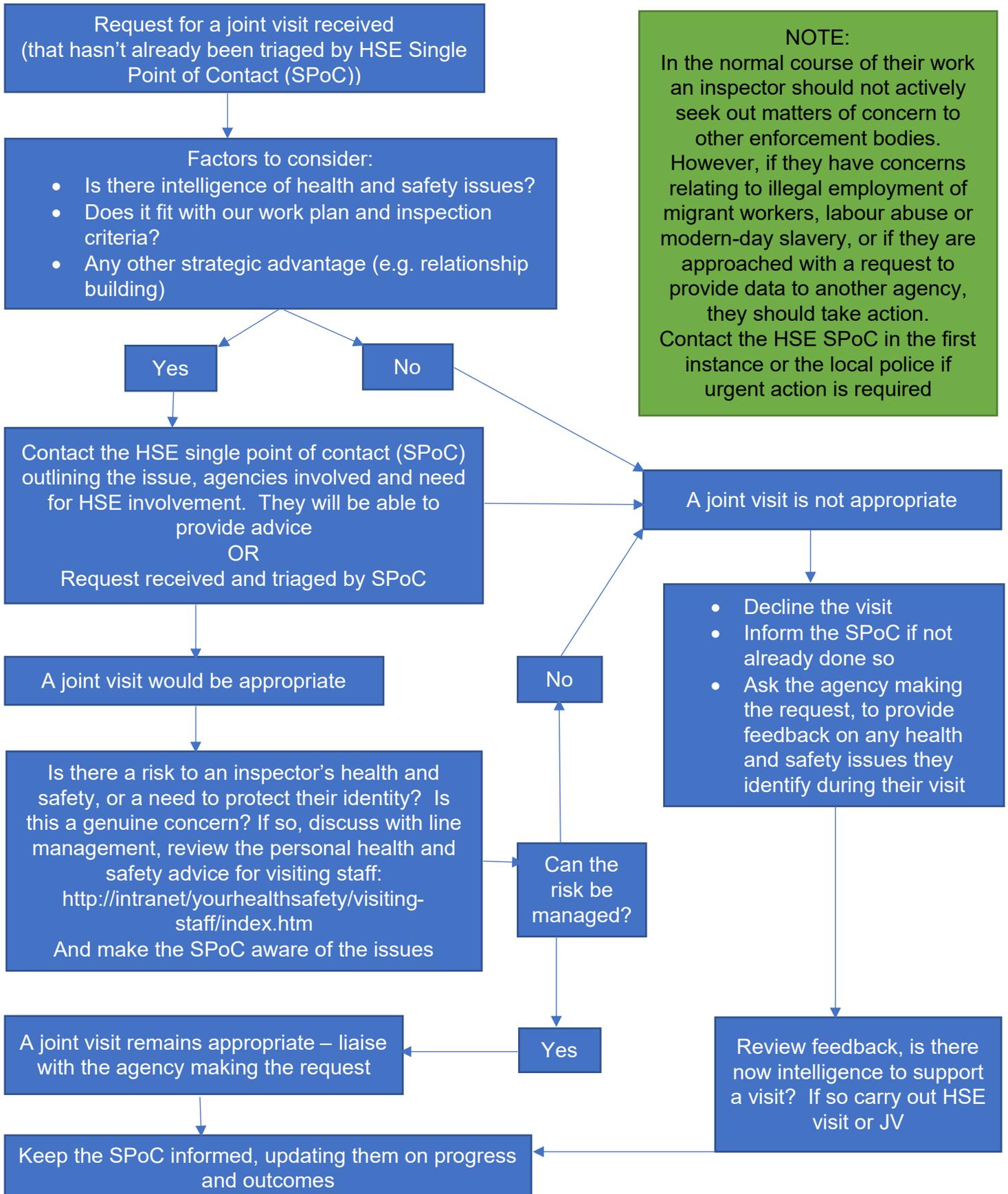
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Introduction

1. This guidance provides advice for HSE and Local Authority (LA) inspectors on multi-agency joint working and intelligence sharing in relation to illegal working and labour abuse. It sets out the approach for inspectors to take, covering the key issues for HSE and the indicators of concern for other agencies. It is likely to be of particular relevance for temporary and/or migrant workers. The principles of the guidance are also applicable to investigations concerning organised crime.
2. It is important that HSE and LA give full consideration to sharing data and/or participating in joint initiatives with other enforcing authorities. This makes for a more effective regulatory process. Where a business is known to be contravening one set of regulations, there is a likelihood that they will not be complying with others. Being able to share information where it is relevant to do so, means HSE are better informed and able to keep workers safe. Any decision should be proportionate to the intelligence available and whether HSE/LA contribution will be beneficial and relevant.
3. The majority of requests come to HSE via our Single Point of Contact (SPoC). These are triaged and only passed on for FOD involvement where there is sufficient intelligence to support an HSE visit.
4. There is potential for abuse and exploitation of workers, particularly migrant and temporary workers, with evidence of wide-scale illegal practices including:
 - Illegal employment
 - bonded labour
 - avoidance of tax and National Insurance / benefit fraud
 - paying less than minimum wage / excessive working hours
 - provision of poor housing
 - lack of employers liability insurance
 - neglect of health and safety responsibilities
5. All workers are entitled to the same level of health and safety protection irrespective of their immigration or employment status. Migrant workers may be employed as agency/temporary workers, working for employment agencies, employment businesses or gangmasters, which often means they are employed in non-standard work patterns.
6. Evidence shows that workers who are new to a workplace have a significantly higher risk of accidents than those who have been in the workplace for a year or more. Migrant workers will often fall into this category, together with young workers and workers returning to the labour market.
7. More information can be found as follows:
Migrant workers: <http://www.hse.gov.uk/toolbox/workers/migrant.htm>
Agency/temporary workers: <http://www.hse.gov.uk/toolbox/workers/temporary.htm>
New to the job: <http://www.hse.gov.uk/vulnerable-workers/new-to-the-job.htm>

Joint working flowchart Setting out considerations to be made by inspectors/managers



NOTE:
In the normal course of their work an inspector should not actively seek out matters of concern to other enforcement bodies. However, if they have concerns relating to illegal employment of migrant workers, labour abuse or modern-day slavery, or if they are approached with a request to provide data to another agency, they should take action. Contact the HSE SPoC in the first instance or the local police if urgent action is required

Considerations for Inspectors

8. Multi agency inspections are supported within the FOD annual plan including through the use of intelligence and risk based approaches to deliver proactive inspections that secure risk reductions, in collaboration with others.
9. Do not actively enquire about workers' migration status, or actively seek out matters of concern to other enforcement bodies. However, be aware of the possible illegal employment indicators of concern to other agencies under the Joint Workplace Protocol and only note matters when observed as a byproduct of HSE's own, statutorily limited, purposes.
10. Make the HSE SPoC aware of matters encountered (Head of the Vulnerable Workers and Competence Team; Agriculture, Waste and Recycling Unit; Operational Strategy Division). The SPoC can provide advice and/or talk through any issues, helping to make the necessary considerations when deciding whether HSE participation is appropriate.
11. Understand the implications for collecting evidence where workers are illegally employed, including sudden non-availability of witnesses, and note that forced labour may be indicative of more serious criminality. HSE staff safety must be a priority, see "Your health and safety" on the intranet. If you are concerned about a risk from organised crime or violence at a site, notify the SPoC in advance, who can make a referral to the Government Agency Intelligence Network (GAIN) for a check to be made.
12. Inform the police *IMMEDIATELY* and copy to the SPoC, if evidence of:
 - Violence/threats of violence to workers by the employer or their representative
 - threats against workers families, or threats to expose workers to the authorities
 - the person's documents being withheld by the employer
 - restriction of movement
 - debt bondage
 - withholding wages
13. While most requests for joint working come via the HSE SPoC, they may also come from elsewhere for a number of reasons. This could include an issue raised with the HSE Concerns and Advice Team (CAT), an individual, specific request for HSE participation in joint action or a planned operation, for example, multi-agency operations where HSE participation is beneficial to achieving a successful outcome.
14. You should fully consider all requests for participation in joint initiatives. Information or local knowledge held by HSE could be crucial in deciding whether participation would be worthwhile and/or whether there might be information that can be shared. If the request hasn't come from the HSE SPoC, then you should make them aware and seek their advice if necessary.
15. You will need to judge whether:
 - there is evidence of, or reasonable intel to suggest there are health and safety issues, or

- the request fits with your work plan and/or inspection criteria, or
- there is any strategic advantage, for example relationship building

16. It will not always be appropriate to visit at the same time as another regulator, perhaps because there is not sufficient evidence of health and safety issues. In such cases it will be more appropriate to allow the other party to visit and report back any health and safety issues they encounter, to enable you to decide whether a visit at a later date would be more appropriate.

17. Requests for more coordinated, planned operations will be managed centrally by the SPoC. In these instances the SPoC will take and analyse all the intel provided, which will often amount to hundreds of cases. The SPoC will interrogate relevant HSE systems and extract only those cases that are likely to benefit most from HSE participation. Any cases passed to you to take action will be a very small percentage of the original volume of intel received.

18. Examples of when joint initiatives have been successful for HSE include:

- Inspectors raising concerns of modern slavery and working with local police, resulting in the release of a migrant worker.
- a joint visit with the Fire Service resulting in fire safety issues being identified, and a successful prosecution of health and safety failing.
- A planned multi-agency operation focusing on car washes resulted in HSE participation in joint visits and several notices being served.

Serious incidents involving agency workers

19. For any fatal or major injury involving an agency worker, the Employment Agency Standards Inspectorate (EAS) should be notified. This should be done when information that an employment agency may be involved becomes available, either from the initial incident report, or following further enquiries:

Email: eas@beis.gov.uk

Telephone: 0207 215 5788 or 0207 215 5000

As many of the following details as possible should be provided:

- Name of the injured person
- Place where the incident occurred
- Name and address of the employment agency
- Brief details of the accident and injuries sustained
- Name and telephone number of the HSE inspector dealing with the incident (indicating whether HSE proposes to investigate the incident).

20. Investigations and any enforcement action should be properly coordinated by continued communication between EAS and the HSE inspector. Legal Advisors office should be consulted if any legal issues arise.

21. The Employment Agency Act (EAA) can extend to agencies who supply registered nurses or midwives. These agencies may also supply ancillary health care workers. Agricultural workers provided by gangmasters may be classified as agency workers depending on hiring arrangements.

HSE Intervention Issues

The following issues are particularly but not exclusively relevant to migrant workers and should be considered by HSE and LA inspectors:

22. Has the duty holder taken account of basic competencies including literacy and numeracy, cultural attitudes and the compatibility/equivalence of vocational qualifications, for example lift truck driving qualifications obtained abroad? Advice on this can be obtained from the UK National Reference Point, ECCTIS: <http://ecctis.co.uk/>
23. Are the workers adequately supervised and able to communicate with their supervisors? Do they know how and to whom they can raise any concerns about their health and safety and are suitable arrangements in place for recording and reporting accidents and cases of ill-health?
24. If relevant, has necessary and suitable PPE been provided without cost to the workers? Employees cannot be charged for provision of protective equipment that is required to do the job. For further information see: <http://www.hse.gov.uk/pubns/ppeindex.htm>
25. When a worker obtains employment through a labour provider, the labour provider and labour user should work together to ensure the health and safety of the worker. Including the exchange of relevant information to ensure that legal requirements (such as accident reporting) can be met.
26. Most employers must take out Employers' Liability Compulsory Insurance (ELCI) to cover any injuries or disease to their employees as a result of their work. Labour providers should check with the labour users that current and valid ELCI is in place to cover workers supplied to them.
27. If relevant, have appropriate and suitable arrangements been made to transport workers to and from their place of work? Vehicles used on the public highway are subject to road traffic legislation with respect to registration, licensing, roadworthiness and maintenance.
28. Trades union membership amongst migrant workers is low although several unions, including Unite and the GMB have dedicated migrant worker networks and nationality based branches.
29. For HSE inspectors, use COIN in the normal way, recording migrant worker activity clearly with the key word 'migrant' in the Notes details.

Language

30. Recognise the importance of diversity, especially language issues and different cultural assumptions. HSE inspectors have access to interpretation and translation services, and callers to the HSE confidential helpline can ask for advice in a number of foreign languages.
31. Health and safety law doesn't specifically require workers to be able to speak English. Employers must make sure all employees, whatever their competence in English, receive health and safety information, instruction and training they can understand. This could include video, internationally understood signs, or translation/interpretation by a suitably qualified person. Where English lessons are provided to achieve compliance with the law, employers can insist all affected employees attend but the employer must bear the costs and lessons must be in the employer's time.

Welfare

32. Welfare standards and guidance is set out in the Approved Code of Practice: [Workplace \(Health, Safety and Welfare\) Regulations 1992](#). Further information is available: <http://www.hse.gov.uk/simple-healthsafety/workplace.htm> & <http://www.hse.gov.uk/pubns/indg293.pdf>. Providing basic facilities (such as sanitary, washing facilities and drinking water), is particularly important for workers employed in remote, outdoor locations and engaged in low skill, manual activities.
33. There are specific requirements for welfare facilities on construction sites: <http://www.hse.gov.uk/construction/safetytopics/welfare.htm>.
34. Further advice for employers is available on the HSE website - see annex 3.

Accommodation

35. If you encounter an issue concerning domestic accommodation you should take account of the following:
- Housing Acts legislation applies to fixed accommodation provided to workers and is enforced by Local Authorities (LAs). This does not apply to moveable accommodation, e.g. caravans or containers.
 - residential accommodation in caravans is subject to the Caravan Sites and Control of Development Act 1960, enforced by LAs
 - HSE has no powers to deal with living conditions such as overcrowding of accommodation, this falls to LAs, and Gangmasters and Labour Abuse Authority (GLAA) may also have an interest.
36. HSE can take action in relation to accommodation if health, safety or welfare issues are identified, for example:
- access and egress to the accommodation is unsafe, as part of getting to and from work
 - the accommodation is unsafe e.g. electrical safety, gas safety
 - the accommodation is being used to provide the welfare facilities on the work site.
37. If the accommodation is considered to be part of the undertaking then S3 HSWA may apply to workers when they are not at work, and to any other persons who are put at risk. Indicators for whether the accommodation is part of the undertaking may include whether the workers are being charged to live there. This could be paying rent, having a deduction made from their pay, or having the accommodation included as part of their work conditions, for example, if they don't have a choice about whether they live there
38. Sleeping on construction sites is not permitted: <http://www.hse.gov.uk/construction/faq-fire.htm>.

Joint Workplace Protocol

The Protocol is in place to stimulate the flow of information between enforcement agencies where illegal employment or abuse of workers is suspected.

Each contributing agency has provided key indicators suggestive of noncompliance in workplaces covered by its remit.

Officials must not exceed their own legal powers or act unlawfully. The emphasis is on the proper exchange of intelligence, where permitted under the law, to support targeted enforcement activity and investigations and to prevent abuse, harm or injury to workers in vulnerable conditions, including migrant workers.

Intelligence should *only* be passed on via the HSE Single Point of Contact (SPoC) the (Head of Vulnerable Worker and Competence Team, Vulnerable Worker, Agriculture, Waste and Recycling Unit), *not* directly to other enforcement agencies, unless such exchange is agreed with and facilitated by the HSE SPoC.

The Protocol is intended to be used when visiting staff note matters that are of concern to other enforcement agencies, observed in the course of HSE's own, statutorily limited, purposes.

If necessary, staff should seek advice from HSE SPoC. If further legal advice is necessary the HSE SPoC will facilitate this with Legal Advisors Office to ensure a consistent HSE approach.

Information Disclosure

There are several ways in which HSE inspectors can disclose information obtained in the exercise of their powers under the Health and Safety at Work etc. Act 1974 (HSWA). Any disclosure must relate to HSE's functions and must be legal and consistent with any HSE investigation and not prejudicial to it.

Under the Data Protection Act 2018 (DPA), if HSE wants to disclose/share personal information (including sensitive personal information) with other enforcing authorities, government departments or the police, it may do so for the purposes of the prevention, investigation, detection, or prosecution of criminal offences or the execution of criminal penalties, including safeguarding against and the prevention of threats to public security.

The DPA takes precedence over section 28 HSWA on matters of personal data.

There are a number of data sharing agreements with other Government Departments that permit the sharing of data for the purposes of law enforcement. These take precedence over S28 and allow the exchange of intelligence.

Each instance of potential disclosure will need to be considered on its own facts.

More on information disclosure can be found in TRIM document 2016/449129 and if necessary, staff should discuss with the HSE SPoC who will seek advice from HSE Legal Advisors, to ensure they do not act unlawfully.

Joint Workplace Protocol indicators of concern

| Indicators Of Concern | Key contacts for sharing information | | | | | | | | | |
|--|--------------------------------------|------------|-----------|-----|------|-----|-----|--------|------|--|
| | HOIE | HMRC & NMW | HSE or LA | EAS | GLAA | AMW | DWP | MSHT U | GAIN | |
| Contracts/conditions of employment | | | | | | | | | | |
| Employers providing apprenticeships or training (those who offer a training day but do not pay the workers for it, those who pretend a worker is an apprentice, and those who fail to pay National Minimum Wage to apprentices at the appropriate time). | X | X | | | X | X | | | | |
| Bonus payments or large cash sums used to supplement pay (unconsolidated bonuses counting towards pay). | X | X | | | X | X | | | | |
| Employers providing accommodation, food, transport, or other benefits in kind such as uniforms to low paid workers | | X | | | X | X | | | | |
| Trade where an intermediary such as a labour provider is involved in the engagement of the workers (particular concern around seasonal work, migrants and where there is a high turnover of staff). | X | X | | | X | X | | | | |
| A level of charges to hirers which suggest that the Agricultural and National Minimum Wage might not be paid and/or statutory requirements are not being met. | X | X | | X | X | X | | | | |
| Workplaces where workers are not given a written statement of employment particulars or a written contract. | | X | | X | X | X | | | | |
| Agencies providing other services (e.g. accommodation, transport, etc.) to the workers, for which the worker is being charged large sums. | X | X | | X | X | | | | | |
| Accommodation is provided by the employer and is grossly overcrowded, subject to change at short notice, or not subject to a formal tenancy agreement. | | X | | | X | | | | | |
| Staff being allowed time off every two weeks (possibly to sign on). | | X | | | | | X | | | |
| Staff paid cash in hand at all times | X | X | | | X | X | | | | |
| Staff work especially unusual or long hours | X | X | X | | X | X | | | | |
| Employer's records | | | | | | | | | | |
| Employer records are poor/incomplete particularly if there are no records of hours worked, or general evidence of poor record keeping. | X | X | | X | X | X | | | | |
| Incorrect or false national insurance numbers used for employment purposes. | X | X | | | X | | | | | |
| Incorrect or false national insurance number used in connection with claims to benefit. | X | X | | | | | X | | | |
| Any evidence suggesting staff in receipt of benefits to which they are not entitled. | X | X | | | | | X | | | |
| Absence of wage slips (or other evidence that employees are paid cash in hand at all times). | X | X | | | X | | | | | |
| Original travel or identity documents being kept by employer | X | X | | | X | | | | | |
| Workplace conditions | | | | | | | | | | |
| Poor management of vehicle movement, general absence of safety signage and markings (e.g. lack of signs or signs leading you from a car park to reception via 'Goods inwards', sightings of dangerously moving vehicles or people not wearing appropriate high-visibility clothing when 'in amongst' moving vehicles). | | | X | | X | | | | | |

| Indicators Of Concern | Key contacts for sharing information | | | | | | | | |
|---|--------------------------------------|------------|-----------|-----|------|-----|-----|--------|------|
| | HOIE | HMRC & NMW | HSE or LA | EAS | GLAA | AMW | DWP | MSHT U | GAIN |
| Welfare facilities either absent or poor, e.g. excessive heat/cold with no means of getting warm, toilets and washing facilities dirty, etc. | | | X | | X | | | | |
| Premises and equipment poorly maintained (e.g. trailing cables, open fire doors, rusty electrical equipment, leaking pipe work, significant damage to building fabric and absence of health and safety notices). | | | X | X | X | | | | |
| Failure to provide and maintain arrangements to ensure safe work where maintenance work is being carried out (e.g. work at height should include scaffold, edge protection (guardrails), safety nets or suitable work platforms | | | X | | X | | | | |
| Correspondence/business address differs from place of work (e.g. business or correspondence address | X | X | | | | | | | |
| Workplace facilities not suitable for stated purpose (e.g. insufficient classroom or work space for number of registered students or employees). | X | X | | | | | | | |
| Workplace characteristics | | | | | | | | | |
| Workforce predominately comprising migrant workers (when combined with other factors listed in this table). | X | | | | X | | | | |
| Evidence of organised criminality | | | | | | | | | X |
| Potential multi-agency disruption opportunities | | | | | | | | | X |
| Employer's reaction to visit | | | | | | | | | |
| Employer nervous or reluctant to allow officials to approach or interview workers. | X | X | | | X | | | | |
| Employer refuses to provide documents relating to workers. | X | X | | | X | | | | |
| Previous non-compliance | | | | | | | | | |
| Business/employer/place of work has previously failed to comply with workplace regulations. | | X | | | X | | | | |
| Human Trafficking (this is not an exhaustive list of potential indicators of trafficking, more detailed information is available). | | | | | | | | | |
| Threats or actual physical harm to workers. | | | | | X | | | X | |
| Restriction of movement or confinement, to the workplace or to a limited area. | | | | | X | | | X | |
| Debt bondage: where a worker works to pay off a debt or loan, and is not paid for his or her services. The employer may provide food or accommodation at such inflated prices that the worker cannot escape the debt. | | X | | | X | | | X | |
| Withholding wages or excessive wage reductions, that violate previously made agreements. | | X | | | X | | | X | |
| Threat of denunciation to the authorities where the worker is in an irregular immigration status | X | | | | X | | | X | |

Appendix 1: workplace enforcement agency roles

The following is a brief overview of the workplace enforcement responsibilities of various government agencies.

Home Office Immigration Enforcement (HOIE):

- remove incentives for people to stay in the UK illegally
- target the criminality that supports illegal immigration
- effectively manage high harm individuals to reduce risk to the public
- continue to increase the number of individuals removed from the UK

Department for Work and Pensions (DWP):

- ensure accurate and timely payment of benefits;
- minimise benefit fraud, official and customer error to stop those who are not entitled, or those who are working illegally whilst claiming, from receiving benefits.

Employment Agency Standards Inspectorate (EAS):

- Part of the Department for Business, Energy and Industrial Strategy (BEIS)
- enforce legislation regulating the conduct of the employment agencies. The regulations include requirements to ensure that workers are paid in full and on time, and to establish the identity and suitability of workers before supplying them to hiring companies. Agencies are also not allowed to charge fees for providing work-finding services (except agencies in the modelling and entertainment industries);
- must pay regard to the Director of Labour Market Enforcement strategy

Gangmasters and Labour Abuse Authority (GLAA):

The role of the GLAA is established through the Gangmasters (Licensing) Act 2004 as amended by Part 1 (Chapter 1) of the Immigration Act 2016

The aim of the GLAA is to work in partnership to protect vulnerable and exploited workers.

The aim is achieved through the delivery of three clear priorities:

- preventing worker exploitation
- protecting vulnerable people
- tackling unlicensed/criminal activity and ensuring those licensed operate within the law

The GLAA regulated sector and that which currently requires licensing includes agriculture, horticulture, shellfish gathering and all associated food processing and food packaging. Enforcement of Labour Market Offences under NMW, Employment Agencies Act and Modern Slavery Act (labour exploitation) are now included wherever they occur – not limited to sectors under the gangmasters licensing act.

GLAA support law enforcement authorities and relevant government departments as appropriate, through shared information and joint working.

- safeguard the welfare and interests of workers, by regulating those labour providers who supply labour or use workers to provide services in agriculture, horticulture, shellfish gathering and food processing;
- To support enforcement of the law, by or in conjunction with the Enforcement Authorities of other Government Departments, and others as appropriate, through

shared information and joint working, covering the areas set out in the GLAA's licensing standards.

- Investigate cases of severe exploitation and allegations of labour abuse in England and Wales and work with partner organisations to target, dismantle and disrupt serious and organised crime across the UK.
- must pay regard to the Director of Labour Market Enforcement strategy

Health & Safety Executive (HSE):

The purpose of HSE is to prevent work related death, injury and ill-health, with commitments to:

- lead and engage with others to improve workplace health and safety;
- provide an effective regulatory framework;
- secure effective management and control of risk
- reduce the likelihood of low frequency, high impact catastrophic incidents
- enable improvement through efficient and effective delivery

These responsibilities are shared with local authorities. The HSE has responsibility for high risk sectors of the economy including: factories, construction, agriculture, healthcare, government activities and major hazard industries such as chemical manufacture & storage, offshore oil & gas extraction

(for local authorities' areas of responsibility please see below)

Local Authorities (LAs):

- enforce health and safety at work, and working time, legislation on the same basis as the Health and Safety Executive. Local authorities have responsibility for sectors of the economy including: offices, shops, retail and wholesale distribution, hotel and catering establishments, petrol filling stations, residential care homes and the leisure industry (for HSE's areas of responsibility please see above);
- enforce a range of legislation in relation to the private rented sector, including tackling unsatisfactory housing conditions, overcrowding, implementing licensing for certain Houses in Multiple Occupation (HMOs) and responding to complaints about harassment and illegal eviction;
- enforce a range of regulatory legislation which may indirectly bring inspectors in Environmental Health and Trading Standards divisions into contact with businesses employing migrant labour (e.g. Licensing, trading standards, animal health and welfare, feed and food hygiene requirements on farms).

Modern Slavery Human Trafficking Unit (MSHTU):

- part of the Organised Crime Command in the National Crime Agency.
- protect the public, safeguarding potential victims and target those who enable or facilitate crimes of modern slavery in the UK.
- tackle serious and organised crime, strengthen our borders, fight fraud and cyber crime, and protect children and young people from sexual abuse and exploitation.

HM Revenue and Customs (HMRC):

HMRC are responsible for safeguarding the flow of money to the Exchequer through collection, compliance and enforcement activities.

Areas of responsibility:

- Income Tax, Corporation Tax, Capital Gains Tax, Inheritance Tax, Insurance Premium Tax, Stamp, Land and Petroleum Revenue Taxes
- Environmental taxes
- climate change and aggregates levy and landfill tax
- Value Added Tax (VAT), including import VAT
- Customs duty
- Excise duties
- Trade Statistics
- National Insurance
- Tax Credits
- Child Benefit
- enforcement of the National Minimum Wage
- recovery of Student Loan repayments

Must pay regard to the Director of Labour Market Enforcement strategy (**NMW only**)

Priorities:

HMRC has 3 strategic objectives:

- maximise revenues due and bear down on avoidance and evasion
- transform tax and payments for our customers
- design and deliver a professional, efficient and engaged organisation

Department for Environment, Food and Rural Affairs (DEFRA):

- ensure compliance with the Agricultural Wages Order (AWO) and to enforce the Agricultural Minimum Wage in England and Wales (AMW).

Government Agency Information Network (GAIN):

- Gain is a collaborative agreement between Government agencies that have an intelligence and investigative remit. GAIN has evolved into a significant capability for the police, agencies and national colleagues that can coordinate partners (both law enforcement and others) to disrupt organised crime.
- GAIN agencies work together to:
 - Support the delivery of the National Organised Crime Strategy
 - Use their collective influences to tackle serious and organised criminality
 - Share appropriate intelligence and exchanging information within legislative constraints
 - Share resources to jointly participate in enforcement action
- GAIN strives to deliver these objectives through three main channels of business, these being:
 - Partnership intelligence sharing
 - Partnership disruption activity
 - Partnership network development
- Each Regional Organised Crime Unit (ROCU) has a GAIN Coordinator who is the strategic and tactical lead for GAIN within their Region, working with partner agencies to identify and coordinate enhanced intelligence sharing and disruption activity across the network in order to tackle serious and organised crime

Appendix 2 – Resources and useful links

- HSE:
 - Migrant workers website: <http://www.hse.gov.uk/migrantworkers/index.htm>
 - Temporary/agency workers website: <http://www.hse.gov.uk/vulnerableworkers/agency-temporary-workers.htm>
 - Consulting employees whose first language is not English: <http://www.hse.gov.uk/involvement/englishlang.htm>
 - Health and safety (enforcing authority) regulations 1998: A-Z guide to allocation: <http://www.hse.gov.uk/lau/lacs/23-15.htm>

- Gov.uk:
 - Visas and immigration UK Visa sponsorship for employers: <https://www.gov.uk/uk-visa-sponsorship-employers>
 - Employment agencies and businesses: <https://www.gov.uk/employment-agencies-and-businesses>
 - Contracts of employment and working hours: <https://www.gov.uk/browse/employing-people/contracts>
 - Rules and regulations for English for speakers of other languages (ESOL) qualifications: <https://www.gov.uk/government/collections/esolqualifications-requirements>
 - Modern Slavery Act 2015 requirement for businesses to prepare a slavery and human trafficking statement: <https://www.gov.uk/government/publications/transparency-in-supply-chains-a-practical-guide>

- TUC:
 - Migrant workers: <http://www.tuc.org.uk/workplace-issues/health-and-safety/migrant-workers>
 - Employment rights: <http://www.tuc.org.uk/workplace-issues/employmentrights>
 - Health and safety: <http://www.tuc.org.uk/workplace-issues/health-and-safety>
 - Worksmart – Rights for migrant workers: <http://www.worksmart.org.uk/rights/viewssubsection.php?sun=82>
 - Guide on your rights at work in the UK: <https://www.tuc.org.uk/workingintheuk>

- Other:
 - Advisory, Conciliation and Arbitration Service (Acas). Independent, up-to-date advice on employment: www.acas.org.uk
 - Citizens Advice Bureau. Advice on work rights and how to solve problems: <https://www.citizensadvice.org.uk/work/>
 - Local authorities (councils) A directory of local councils in the UK: <https://www.gov.uk/find-your-local-council>
 - UK Income Tax Advice If English isn't your first language: <https://www.gov.uk/dealing-hmrc-additional-needs/english-not-first-language>
 - National Farmers' Union (NFU). Provides professional representation and services including advice & guidance on health and safety to its farmer and grower members: <http://www.nfuonline.com/>
 - Construction Skills. Supporting the effective integration of migrant workers. Provides details on how CSCS cards might be useful: <http://www.cscs.uk.com/>

Appendix 3: definitions

Employment Agency :

- the business of providing services for the purpose of finding workers employment with employers or of supplying employers with workers for employment by them. (The Employment Agencies Act 1973)

Employment Business:

- the business of supplying persons in the employment of the person carrying on the business, to act for, and under the control of, other persons in any capacity. (The Employment Agencies Act 1973)

More information is available on gov.uk: <https://www.gov.uk/employmentagencies-and-businesses>

Gangmaster:

- a person ('A') acts as a gangmaster if he supplies a worker to do work to which this Act applies for another person ('B') (Gangmasters (Licensing) Act 2004)
- a gangmaster may be an individual, partnership or corporate entity
- further information is available from the Gangmasters and Labour Abuse Authority website <http://www.gla.gov.uk/>.

Labour Provider:

- a person or corporate entity that supplies workers to a third party
- the provider may be an employment agency or business or a gangmaster

Labour User:

- a person who hires or uses workers supplied by a third party