

**Kate John Assessment Health and Safety Policy**

1. Policy Statement: Kate John Associates is committed to providing a safe and healthy working environment for all employees, candidates, clients, and visitors. We prioritise the well-being of individuals involved in our recruitment activities, whether for interim or permanent positions, and are dedicated to preventing accidents and ensuring a secure workplace.
2. Responsibilities:
* Management: Kate John is responsible for implementing and maintaining the health and safety policy.
* Employees: All employees are responsible for adhering to safety guidelines, promptly reporting hazards, and actively participating in health and safety training.
1. Risk Assessment:
* Regular risk assessments will be conducted to identify potential hazards related to both interim and permanent recruitment activities.
* Measures will be implemented to eliminate or minimise identified risks.
1. Workplace Safety:
* Kate John Associates will provide a safe and ergonomically sound work environment for its employees.
* Emergency evacuation procedures will be communicated, and employees will be trained on evacuation protocols.
1. Candidate and Client Safety:
* During the recruitment process the client will be expected to communicate all safety considerations to candidates.
* The client will be expected to communicate all basic safety checks for candidates in the workplace.
1. Training and Awareness:
* Health and safety training will be provided to all employees.
* Regular safety reminders and briefings will be conducted to keep employees informed and engaged.
1. Reporting and Incident Management:
* Employees are encouraged to report safety concerns, hazards, or incidents promptly.
* An incident reporting and investigation process will be in place to address and learn from accidents.
1. First Aid:
* A basic first aid kit will be available on-site, and employees will be informed about its location.
* Designated personnel will be trained in basic first aid.
1. Health and Well-being:
* Kate John Associates will promote employee well-being, including awareness of mental health support resources.
1. Legal Compliance:
* Kate John Associates will comply with applicable health and safety laws and regulations.
1. Review and Improvement:
* The health and safety policy will be periodically reviewed to ensure its effectiveness.
* Feedback from employees will be considered for continuous improvement.
1. Communication:
* This health and safety policy will be communicated to all employees and stakeholders.
* Regular updates will be provided to keep everyone informed about health and safety matters.

Signature



Position: Director Date: 01/01/2023