

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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

8. 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.

9. Health and Well-being:

- Kate John Associates will promote employee well-being, including awareness of mental health support resources.

10. Legal Compliance:

- Kate John Associates will comply with applicable health and safety laws and regulations.

11. 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.

12. 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

A handwritten signature in black ink, appearing to be 'D. J. Associates', written in a cursive style.

Position: Director

Date: 01/01/2023