



Join the Dots

Recruiting & developing **extraordinary** people

Health and safety at work policy

The directors of Join the Dots Recruitment and Training Limited are committed to providing a healthy and safe working environment and adequate welfare facilities for all its team members, in line with the Health and safety at work act 1974.

The directors are responsible for ensuring that all team members are aware of and implement the health and safety policy and procedures within the company in line with the health and safety at work act 1974.

Every Join the Dots Recruitment and Training Limited team member has a responsibility to develop a positive attitude towards health and safety and adhere to safe methods of work. This will be achieved through induction, follow up training, instruction, supervision and regular risk assessments that systematically recognise and rectify risks to health and safety.

Each team member is accountable and must strictly adhere to the company's policy and procedures identified in Join the Dots Recruitment and Training Limited documentation. Team members must take reasonable care and not take any action that endangers themselves, customers, or others having access to areas managed by Join the Dots Recruitment and Training Limited.

Team members must inform our health and safety manager of any hazards in order that these can be managed appropriately and/or rectified promptly.

Join the Dots Recruitment and Training Limited will:

- Ensure that locations have a safe means of access and exit in all areas
- Examine accidents and incidents where there is an indication of failure to comply with statutory requirements or company policies
- Ensure all locations are subject to regular health and safety audits and risk assessments enabling compliance with company policy and procedures

All team members have the responsibility of raising health and safety issues via their manager or at appropriate meetings.

Working with clients the policy is designed to be totally flexible enabling full integration with the client's on-site policy and is kept under constant review, amended and communicated whenever necessary.

Signed

Martin Rafe

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Talent Development Director

Join the Dots Recruitment and Training Limited

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