

HEALTH AND SAFETY POLICY

Owner	Nigel Gooding		
Responsible for Delivery Across Data Privacy Advisory Service	Nigel Gooding / Melanie Garnett		
Reference & Version Number	V.0.1	Date:	03.01.2019



Statement of Intent

We are committed to ensuring the highest reasonably practicable standards of health and safety. In particular, we acknowledge our duties under the Health and Safety at Work Act 1974 and secondary health and safety legislation.

Accordingly, we are committed to ensuring the health and safety of our employees, sub-contractors and members of the public who may be affected by our work as much as is reasonably practicable, and will assess and alter our work conditions, systems and equipment where necessary.

We genuinely care for our staff and others affected by our work, and we design our systems accordingly. In addition, we actively encourage all our staff and contractors to engage and cooperate on workplace matters, in particular health and safety.

As the senior manager, I accept that I have overall responsibility for health and safety.

Signed by: *Nigel Gooding* Print name: Nigel Gooding

Company Name : Gooding & Co, trading as Data Privacy Advisory Service
Dated: 06/01/2019

Date of next review: 06.01.2020 (If circumstances change, it may be necessary to review sooner.)



Statement of general policy

More particularly, we are committed to:

	Designated competent person with responsibility - Name and job title	Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Nigel Gooding, Owner	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Melanie Garnett, Operations Director	Staff and subcontractors given necessary health and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site. At the commencement of each contract we will ensure that the owner of the site gives us a full briefing of the safety arrangements at that site.
Engage and consult with employees on day-to-day health and safety conditions	Nigel Gooding & Melanie Garnett	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment	Nigel Gooding, Owner	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.



at: https://www.gov.uk/workplace-fire-safety-your-responsibilities		
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Nigel Gooding	Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances

Location of:

1. Accident book/log: 10 Oaktree Place, Exeter.
2. First aid box: 10 Oaktree Place, Exeter.
3. Health and safety law poster: 10 Oaktree Place, Exeter.
4. Employers' liability insurance: 10 Oaktree Place, Exeter.

Subcontractors are taken through the relevant procedures.

Subcontractors who are engaged for lengthy periods are taken through most of the same procedures as workers, however as they have more control over the way they work it is not always appropriate. For subcontractors who work for short periods, our procedures are modified appropriately.

Accidents and ill health at work reported under RIDDOR <http://www.hse.gov.uk/riddor>

Risk Assessment

Company Name: Gooding & Co, trading as Data Privacy Advisory Service

Dated: 03/01/2019

Date of next review: 02/04/2019 (If circumstances change, it may be necessary to review sooner.)

All employers must conduct a risk assessment. If you have fewer than five employees, you don't have to write anything down.

What are the hazards ?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills.	All staff, NG to monitor	NG to ensure kitchen area kept clear because of old furniture.	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Review and Approval

This policy will be reviewed regularly and may be altered from time to time in light of legislative changes or other prevailing circumstances.

Review		
Nigel Gooding - Managing Director	For Review	03.01.2019
Melanie Garnett – Operations Director	For Review	07.01.2019

Sign Off		Name	Date
Nigel Gooding - Managing Director	For Sign Off		01.01.2019
Melanie Garnett – Operations Director	For Sign Off		07.01.2019

Next Review Date
All policies should be reviewed at least annually or when significant change occurs to the policy subject matter. The next review date for this policy is 02.04.2019