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# DPAS Health and Safety Policy

*This document is intended to serve as general guidance only and does not constitute legal advice. The application and impact of laws can vary widely based on the specific facts involved. This document should not be used as a substitute for consultation with professional legal or other competent advisers. Before making any decision or taking any action, you should consult a professional.*

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<b>Owner</b>	<b>Nigel Gooding</b>		
<b>Responsible for Delivery Across Data Privacy Advisory Service</b>	<b>Melanie Garnett</b>		
<b>Reference and Version Number</b>	<b>V3.0</b>	<b>Date:</b>	<b>26th October, 2023</b>



## 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: 26/10/2023

Date of next review: 01.11.2024 (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, CEO	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 , owner & Melanie Garnett, CEO	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 at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	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.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Nigel Gooding, Owner	Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
Assessment / provision of Display screen equipment (DSE)	Melanie Garnett, CEO	<p>Workstation assessments will be carried out (and, where necessary, adaptations made) to ensure avoidance of visual fatigue and back, shoulder, neck, arms, legs and wrist aches. Adequate chairs, work surfaces and equipment shall be provided.</p> <p>Periodic breaks from using DSE equipment are encouraged.</p> <p>On request, no more than once a year, reimbursement of cost, on production of a receipt, for an eye and eyesight test by an optician will be provided. If special corrective appliances for display screen work only are required and a normal</p>



		appliance cannot be used, the employer will bear the cost of a basic appliance (e.g. the least expensive frame and basic lenses).  Where necessary, training on the safe use of display screen equipment shall be made available.
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Location of:

1. Accident book/log: Kitchen, 14 Dunchideock Barton
2. First aid box: Kitchen, 14 Dunchideock Barton
3. Health and safety law poster: Kitchen, 14 Dunchideock Barton
4. Employers' liability insurance: Kitchen, 14 Dunchideock Barton

**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: 17/11/21

Date of next review: 17/11/22 (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.	<p>General good housekeeping is carried out.</p> <p>All areas well lit, including stairs.</p> <p>No trailing leads or cables.</p> <p>Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.</p>	Staff training to be complete by 30.11.23	All	30.11.23	Yes
Covid-19	Staff and visitors may contract Covid-19	Staff to WFH if feeling unwell and lateral flow test to be taken. Hand	No	All	N/A	Yes



	if certain precautions are not taken	sanitiser available for use on entry and throughout the day.				
DSE Users	All staff using DSE may be subject to adverse effects such as eye strain and posture related injuries	Annual workstation assessments (or more frequent if change to working environment necessitates it)	Workstation assessments to be completed annually by all DSE users	All	N/A	

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.

### Document History and Version Control

Version No.	Author	Effective Date	Status/Comments
V1.0	Melanie Garnett	07.09.2020	Published
V0.2	Nigel Gooding	08.06.2021	Draft
V2.0	Emma Richards	17.11.2021	Published



## 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.

Reviewer	Job Title	Signed Off Date	Status/Comments
Melanie Garnett	Operations Director	12.05.2020	Complete
Nigel Gooding	Chief DPO	12.05.2020	Complete
Emma Richards	Office Manager	17.11.2021	Complete
Emma Richards	Office Manager	26.10.2023	Complete

### 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 **01.11.2024**.