



Health & Safety Policy Statement

1. Introduction

DPG plc. aims to provide and maintain safe and healthy working conditions for all staff, clients, learners, suppliers and visitors.

The application of this policy ensures that any concerns or issues which arise regarding health and safety are efficiently and safely dealt with.

2. Scope

This policy applies to any health and safety concerns or issues which may arise within the workplace. It provides information about the designated members of staff who are qualified to deal with health and safety concerns or issues.

The circumstances of any health and safety issues raised will be assessed by the relevant representative in accordance with this policy.

3. Policy Statements

With regards to the health and safety of our employees, DPG plc. aims:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with employees on matters affecting their health and safety
- To provide and maintain safe and healthy workspaces
- To provide information, instruction and supervision for employees
- To ensure employees are competent to carry out tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To review and revise this policy as necessary at regular intervals

4. Roles and Responsibilities

Overall and final responsibility for health and safety is that of:

Sarah Aubrey
Chief Executive Officer.

Implementation of the policy is the responsibility of the
Senior Leadership Team: Sarah Aubrey, Karen Cottam and Robert Wagner.

To ensure health and safety standards are maintained/improved **Sarah Aubrey** and **Claire Smeaton** undertake regular risk assessments.

All employees are required to:

- Co-operate with leaders and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and that of others
- Report all health and safety concerns to **Sarah Aubrey**.

5. Health & Safety Risk Arising from Our Work Activities

Risk assessments will be undertaken quarterly, or sooner if needed, by:
Sarah Aubrey and Claire Smeaton.

The findings of the risk assessments will be shared with:
Senior Leadership Team.

Action required to remove/control risks will be approved by:
Sarah Aubrey, Chief Executive Officer.

Responsible for ensuring the action required is implemented:
Sarah Aubrey, Chief Executive Officer.

Check that the implemented actions have removed/reduced the risks will be the responsibility of:

Senior Leadership Team.

6. Consultation with Employees

Employee representatives(s) are:

- First Line Management Team (Line Managers).

Consultation with employees is provided via:

- Agenda items at monthly meeting of above group
- Cascaded to staff via communication from above group
- Direct from Senior Leadership Team.

7. Information, Instruction and Supervision

The Health & Safety Law poster is displayed in the kitchen area and photocopying/printing room.

Health & Safety advice is available from:

Health & Safety Executive (HSE) <https://www.hse.gov.uk/>

Supervision of visitors is undertaken / monitored by:

The receiving employee (as identified in the visitor's book) and will advise visitors of fire and evacuation procedures.

8. Accidents, First Aid and Work-Related Ill Health

It is expected that employees raise any existing or new issues which may cause concern in with their Line Manager.

Accident records will be kept by/at:

Sean Ryan, Designated First Aider, and recorded in the Accident book located in the kitchen area. Any/all reports are to be communicated to **Sarah Aubrey**.

The qualified first-aides are:

Sean Ryan/Siobhan Mac Court.

The first aid box is located within the kitchen area.

9. Monitoring

To check our working conditions, and ensure our safe working practices are being followed:

Responsibility for investigating accidents:

Senior Leadership Team.

Responsibility for investigating work-related causes of sickness absence:

Line Managers, Senior Leadership Team.

Responsibility for acting on investigation findings to prevent a recurrence:

Sarah Aubrey.

10. Emergency Procedures – Fire & Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and implemented:

Sarah Aubrey and Sean Ryan.

Internal escape routes are checked by:

Claire Smeaton daily or as required.

Fire extinguishers are maintained and checked by:

Walker Fire UK <https://www.walkerfire.com/>

Alarms are tested by / every:

Sean Ryan/Claire Smeaton at 11am every Monday.

Emergency evacuation will be tested:

Bi-Annually by Sarah Aubrey, Sean Ryan and Claire Smeaton.

10. Document Control Information

Owner: Sarah Aubrey

Approval Date: January 2020

Date of Last review: January 2020