



DPN EMPLOYEE HEALTH AND SAFETY HANDBOOK

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DPN EMPLOYEE HEALTH AND SAFETY HANDBOOK

1 INTRODUCTION

Welcome to the Staff Health and Safety Handbook. Our commitment is to ensure a safe and healthy working environment for all employees, whether you are working in the office or from home. This handbook provides guidelines and procedures to help you stay safe and well.

2 GENERAL SAFETY GUIDELINES

Emergency Procedures

Emergency Exits: Familiarize yourself with the location of all emergency exits and evacuation routes.

Emergency Contacts: Keep a list of emergency contacts, including local emergency services, and internal contacts.

Fire Alarms: Know the location of fire alarms and how to use them.

Reporting Incidents

Incident Reporting: Report all accidents, injuries, and near misses to your supervisor immediately.

Follow-Up: Participate in any follow-up investigations or reports as required.

Workplace Environment

Cleanliness: Keep your workspace clean and clutter-free to avoid hazards.

Ventilation: Ensure proper ventilation in your workspace to maintain air quality.

3 OFFICE SAFETY

Ergonomics

Workstation Setup: Adjust your chair, desk, and monitor to maintain a neutral body position.

Breaks: Take regular breaks to stretch and move around to prevent strain.

Electrical Safety

Equipment: Regularly inspect electrical equipment for damage and report any issues.

Cables: Keep cables organized and avoid overloading power outlets.

Fire Safety

Fire Extinguishers: Know the location of fire extinguishers and how to use them.

Flammable Materials: Store flammable materials safely and away from heat sources.

Slips, Trips, and Falls

Flooring: Keep floors clean and dry, and use non-slip mats where necessary.

Obstacles: Remove or highlight any obstacles that could cause trips.

4 HOME OFFICE SAFETY

Setting Up Your Home Office

Location: Choose a quiet, dedicated workspace with adequate lighting.

Furniture: Use ergonomic furniture to support your posture.

Ergonomics at Home

Monitor Height: Position your monitor at eye level to reduce neck strain.

Chair Support: Use a chair that supports your lower back.

Electrical Safety at Home

Surge Protectors: Use surge protectors to safeguard your equipment.

Cables: Keep electrical cables organized and away from walkways.

Mental Health and Well-being

Work-Life Balance: Set boundaries between work and personal time.

Breaks: Take regular breaks to rest and recharge.

5 HEALTH AND WELLNESS

Stress Management

Mindfulness: Practice mindfulness or relaxation techniques to manage stress.

Support: Seek support from supervisors or colleagues if needed.

Physical Activity

Exercise: Incorporate physical activity into your daily routine.

Stretching: Perform stretching exercises to prevent stiffness and muscle strain.

Healthy Eating

Nutrition: Maintain a balanced diet to support overall health.

Hydration: Stay hydrated throughout the day.

6 POLICIES AND PROCEDURES

Remote Work Policy

Please see the DPN Working from Home Policy

Sick Leave Policy

Please see the DPN Sick Leave Policy

Health and Safety Training

Training Sessions: Participate in mandatory health and safety training sessions.

Updates: Stay informed about any updates to health and safety policies.

CONCLUSION

Your safety and well-being are our top priority. Adhering to the guidelines in this handbook will help create a safe and healthy work environment for everyone. If you have any questions or need further information, please contact the Health and Safety Officer.

Stay safe and healthy!

Health and Safety Officer Contact Information:

Name: Sioban Osborne

Phone: 01736 333700

Email: sioban@digitalpeninsula.com

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