



DPN HEALTH AND SAFETY POLICY

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SECTION 1 - STATEMENT OF GENERAL POLICY

1. It is the policy of the Company to adopt all reasonably practicable measures to ensure the health and safety welfare of all employees of Digital Peninsula Network Ltd. The Managing Director accepts this to be an important managerial responsibility and is committed to the reduction of accidents and personal injury so far as it is practicable and to achieve this aim, undertakes to provide safety training where appropriate and perform all risk assessments.

2. The purpose of this Health and Safety Policy is to acquaint all those carrying out work for and on behalf of Digital Peninsula Network Ltd of the minimum standards of safety and that they are required to maintain and adopt at all times. It is to ensure that all work is performed in such a manner as to be safe to all employees of the company, also contractors and any member of the public who might be affected directly or indirectly by the actions or omissions of any employee.

3. The Health and Safety at Work etc Act 1974 places a legal requirement on every employee to take reasonable care for the health and safety of her/himself and of others who may be affected by her/his conduct at work. Cooperation with the management in observing existing safety regulations and in the use of any protective safety equipment deemed appropriate is, therefore, essential to ensure that the implementation of the policy is successful.

SECTION 2 - ORGANISATION AND RESPONSIBILITIES

1. Introduction

1.1 This document supplements the Statement of General Policy.

1.2 Digital Peninsula Network Ltd (hereinafter referred to as 'the company' or 'DPN') has a statutory duty under Section 2(1) and 4(1) of the Health and Safety at Work etc Act 1974 (hereinafter referred to as 'the Act') to ensure 'so far as is reasonably practicable' the Health and Safety of all their employees,

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apprentices in their care, and others who may be affected by their acts or omissions.

1.3 Under Section 7 of the Act all employees have a similar duty to take reasonable care of their health and safety, and of other persons, and to cooperate with management in achieving this aim.

1.4 The company undertakes to review this document from time to time and amend it as necessary.

2. General Duties of Employers

2.1 In accordance with the requirements of Section 2(2) of the Act the matters to which the duty of the management extends includes in particular:

2.1.1 the provision and maintenance of systems of work which are, so far as is reasonably practicable, safe and without risks to health;

2.1.2 the taking of steps, so far as is reasonably practicable, to ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

2.1.3 the provision of such information, instruction, training and supervision as necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees;

2.1.4 the maintenance of places of work that are safe and without risk to health, so far as is reasonably practicable, and the provision of a safe means of access to, and egress from, the workplace;

2.1.5 the provision and maintenance of a working environment that, so far as is reasonably practicable, is safe and without risks to health and is adequately provided with facilities and arrangements for employees' welfare at work.

2.1.6 the provision of a procedure to handle accidents and ill health of apprentices.

3. General Duties of Employees

3.1 All employees are reminded that everyone has a part to play in helping to reduce loss through accident and injury. This responsibility is clearly set down in Section 7 of the Act, which requires that:

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3.1.1 it shall be the duty of every employee to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his acts or omissions; and

3.1.2 as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

3.2 In order to comply with these duties it will be necessary that all employees shall:

3.2.1 Use, in a proper manner, all protective and safety equipment provided.

3.2.2 Report, immediately, any hazard or defect that may cause injury to themselves or others.

3.2.3 Assist and cooperate fully in the investigation of accidents in an effort to prevent recurrence.

3.2.4 Comply fully with all statutory and company regulations, safe working practices, codes of practice etc.

3.2.5 Keep abreast of DPN's policies and practices. All employees are given a thorough appraisal of all DPN's policies at induction and are regularly updated through staff meetings. All staff have access policies electronically. This is recorded at least annually on the Employee Communication Record.doc

3.2.6 Summary policies on display on Notice Boards, full documents available.

4. Duty Not to Interfere with or Misuse Certain Things

4.1 No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

5. Organisational Responsibilities

5.1 See DPN H&S Organisation Chart.

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5.2 The Managing Director is ultimately accountable for ensuring the achievement of the requirements of legislation and objectives of the Company Safety Policy with regard to their specific responsibilities. The Managing Director, who is a member of the DPN Board of Directors, is accountable for implementation and maintenance of the health & safety system at DPN. He will strive to continuously improve safety standards and his specific responsibilities are:

5.2.1 To ensure that the Company's Health & Safety Policy is properly and effectively implemented.

5.2.2 To communicate and consult with employees on health and safety matters and ensure that all employees know, clearly understand and accept their responsibilities under the Safety Policy and that they are equipped to play their part.

5.2.3 To ensure that health and safety receives full consideration in:

- a. Planning new operations and methods of work.
- b. Purchasing new equipment.
- c. Disposal of equipment.

5.2.4 To ensure that safe systems of work are developed, promulgated and maintained.

5.2.5 To ensure that all equipment is properly maintained and safe to use by frequent inspections and to ensure that statutory inspection periods are observed and maintained.

5.2.6 to ensure that appropriate personal protective equipment is provided and used by staff.

5.2.7 to ensure that employees are properly trained as necessary.

5.2.8 to ensure that all accidents, including those classified as dangerous occurrences, are promptly and fully investigated and action taken to prevent reoccurrence.

5.2.9 To ensure that all applicable legal safety regulations are complied with.

5.2.10 To encourage, particularly by personal example, safety consciousness on the part of employees.

5.3 The Managing Director is immediately responsible for ensuring that the arrangements made for the health safety and welfare of the staff, contractors and members of the public with the Company Safety Policy, Risk Assessments and so forth are adhered to and complied with. All staff are required to cooperate with the MD in the achievement of this aim and they are responsible for the day-to-day administration of this policy within their own areas of responsibility.

5.4 DPN is a small centre “office” style organisation with usual business hours of 9.15 am - 5.15 pm weekdays. A member of staff - Sioban Osborne (sioban@digitalpeninsula.com) has received H&S Level 3 training and is designated our H&S Officer to provide health and safety assistance as follows:

- carry out generic risk assessments for the routine activities of the company,
- assess risks from special/one-off activities,
- monitor health and safety performance by carrying out audits/workplace inspections and providing reports,
- provide health & safety training where appropriate, or use external
- investigating injuries/incidents, recommending measures to prevent re-occurrences,
- keeping the company informed of relevant developments in health & safety and taking action as appropriate.

Health & Safety matters are covered at Staff Quarterly Meetings and documented, however any concerns may be raised at anytime to either the Managing Director directly or the H&S Officer. Health & Safety is also an item on the quarterly Board Meeting Minutes.

SECTION 3 - GENERAL SAFETY STATEMENTS

1. Work Place Issues

The Managing Director is responsible for ensure that DPN provides a safe working area for its staff and visitors. On a daily basis the IT Systems Manager in communication with the Health & Safety Officer will ensure that:

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- the areas conform to The Workplace (Health, Safety and Welfare) Regulations 1992. (A short guide is published on the Health and Safety Executive's website at <http://www.hse.gov.uk/pubns/books/l24.htm>)
- establishment is not overcrowded,
- equipment and furniture are arranged to allow unobstructed passage to all work areas and exit doors,
- suitable equipment and furniture is provided,
- enough service outlets are provided to avoid the need for wires to cross floors,
- where the above is unavoidable, appropriate covers are used to prevent tripping,
- there are arrangements to salt and grit the main external walkways in snow/ice conditions,
- proper access equipment (step stool) is provided to reach items stored at high level
- sufficient toilet and washing facilities with hot and cold water are available and these are kept clean and supplied with soap & towels etc.

Employees will ensure that they:

- do not overload filing cabinet drawers and care is taken not to open more than one drawer at once,
- close desk and cabinet drawers immediately after use,
- report damaged furniture and equipment,
- maintain a high standard of housekeeping in order to reduce the risk of accidents, this includes keeping desks and work areas tidy, clearing out unwanted items so as not to congest work areas and access/egress routes,
- report slippery floors or outside walkways, together with any other tripping hazards, such as defective floor coverings, cables across floors etc.,
- take extra care when snow and ice are present and report any particularly slippery areas which have not been treated,
- organise cables and electrical equipment so as not to present tripping risks, and arrange desks and furniture to avoid the need for wires to cross floors,
- do not stand on chairs, boxes or similar items to reach items or climb up the face of cupboards or storage racks,
- closely supervise any children who may be brought into the premises, particularly on stairs/landings,
- keep toilet and washing facilities clean and tidy.

Any issues that the IT Systems Manager cannot resolve immediately will be raised with the Managing Director for further action.

Annually, the Health & Safety Officer carries out a full monitoring check of the centre and completes the 'DPN H&S Premises Checklist' document, and raises any outstanding issues with the Managing Director.

2. Reporting and Investigating Accidents, Near Misses & Work Related Ill-Health

Online guidance on the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' (RIDDOR) is available on the Incident Contact Centre (ICC) website www.riddor.gov.uk All RIDDOR incidents must be reported to the ICC. Go to <http://www.hse.gov.uk/riddor> and complete the appropriate online report form. The

form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. 'Specified Injuries' to employees (including self employed persons working on DPN's premises) are fractures (other than fingers, thumbs & toes), amputations, any injury likely to lead to permanent loss of sight/reduction of sight, any crush injury to head or torso causing damage to the brain/internal organs, serious burns (cover 10%+ of body / significant damage to eyes/respiratory system/other vital organs), scalping requiring hospital treatment, loss of consciousness caused by head injury/asphyxia, any other injury arising from working in an enclosed space which leads to hypothermia/heat-induced illness or requires resuscitation /admittance to hospital for more than 24 hours.

'Dangerous occurrences' to a visitor are any injury, sustained on DPN's premises that requires them to be taken direct to hospital. Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are named categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;

- the accidental release of any substance which could cause injury to any person.
- Further guidance on these dangerous occurrences are available on the HSE website.

‘Over 7 Day Injuries’ to employees (including self employed persons working on DPN’s premises) do not include the day of the injury but every day after is counted where the person is not capable of doing their normal work. Weekends, leave periods etc. are included. The report must be made within 15 days of the accident.

Some incidents that do not result in injury must be reported in the same way as ‘Significant Injuries’. These are known as ‘Dangerous Occurrences’ and are only those which are specified by the regulations. These are mainly large incidents in the construction and manufacturing industries but some, such as, a fire or electrical short circuit which disrupts activities for more than 24 hours, may be relevant to DPN. A full list of ‘Dangerous Occurrences’ is given on the ICC website.

‘Occupational Diseases’ are only those which are work related, notified by a doctor’s certificate and specified in the regulations. Most of the diseases specified are not relevant to DPN activities but some could be, such as, cramp in the hand or forearm arising from prolonged periods of typing/mouse work/handwriting, hepatitis from contact with human blood products (first aid treatment). A full list of ‘Occupational Diseases’ is given on the ICC website.

The Managing Director will ensure that:

- work related injuries and cases of ill health are investigated and where appropriate measures implemented to prevent re-occurrences,
- all work-related injuries and cases of ill health work are recorded in the DPN Accident Book by the H&S Officer and reported to the Managing Director immediately.
- ‘Over 7 Day’ absence injuries to employees are reported to the ICC within 10 days via telephone or their website, the confirmation hardcopy being kept on file.
- ‘Occupational Diseases’ as notified by doctor’s certificate are reported to the ICC within 10 days by telephone or via their website, the confirmation hardcopy being kept on file.
- ‘Significant Injuries’ and ‘Dangerous Occurrences’ are reported immediately to the ICC via telephone or their website, the confirmation hardcopy being kept on file.
- guidance is obtained from/by the Health and Safety Officer when in doubt about reporting requirements.

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Employees will ensure that they:

- report all work related injuries and cases of ill health to the Managing Director.

Health and Safety Officer will:

- provide guidance on the incident reporting requirements,
- investigate serious work-related injuries and cases of ill health and recommend measures to prevent re-occurrences;

For the purposes of this policy, brief definitions and examples of an accident and a near-miss are given below:

- **Accident:** an unplanned event which causes injury to persons, damage to property or a combination of both. E.g. a fall resulting in a fracture.
- **Near-miss:** an unplanned event which does not cause injury or damage, but could have done so. Examples include: items falling near to personnel or short circuits on electrical equipment.

All accidents must be recorded in the DPN Accident book, however minor. In order to achieve this, the following procedure should be adopted:

Dealing with Minor Accidents

- Obtain treatment for the injury from a first aider or other appointed person.
- Clear away any debris following the incident to safeguard other personnel in the vicinity EXCEPT where the accident results in a major injury, in which case the scene must be left undisturbed until advised otherwise by the enforcing authority.
- Enter details in the accident book.
- Keep the Managing Director informed of any after-effects of the incident, including periods of total or partial incapacity to work.

3. HIV/Aids

The Health & Safety at Work etc Act 1974 also referred to as HSWA, is the primary piece of legislation covering occupational health and safety in the UK. Under HSWA, employers have a duty to provide a safe place of work and protect

the health and safety of their employees and others that may be affected by their work activities. It also places duties on employees to co-operate with this employer, so far as is necessary, to enable their employer to comply with the legislation. The main legislation of relevance to controlling the risks of exposure to blood-borne viruses at work is the COSHH. A risk assessment will be produced and actions applied should HIV/Aids occur in the DPN workplace.

DPN will encourage employees who have been diagnosed as HIV positive to obtain counselling advice and support from a responsible person. Disclosure of such information will be treated in the utmost confidence and employment rights will not be affected.

4. Drugs and Alcohol

(A guidance booklet 'Don't Mix it' is published on the Health and Safety Executive's website at www.hse.gov.uk/pubns/indg240.pdf)

(A guidance booklet 'Drug Misuse at Work' is published on the Health and Safety Executive's website at www.hse.gov.uk/pubns/indg91.pdf) which also lists the other legislation that drugs fall into.

4.1 The company is concerned to provide a safe and healthy working environment; it recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work.

4.2 Subsections 2 and 3 of the Health and Safety etc Act 1974 obliges the employer to ensure that no employee endangers fellow employees at work due to being under the influence of alcohol or drugs.

4.3 Any person who uses or misuses alcohol or drugs may commit a breach of Section 7 of the Act, which requires that employees take reasonable care of themselves and others who may be affected by their acts or omissions at work.

4.4 DPN will aim to identify employees with possible problems relating to the effects of alcohol or drugs at an early stage and offer referral to an appropriate source for diagnosis and treatment if necessary.

4.5 Any employee who commits a clear breach of company policy due to overindulgence of alcohol/drugs will be liable for disciplinary action.

5. Catering

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5.1 It is the policy of the DPN to ensure that employees have reasonable access to food and drinks during working hours. The company acknowledges the hazards associated with food hygiene, such as food contamination, and will exercise all reasonable precautions and due diligence in maintaining standards.

5.2 Self-catering facilities such as a kettle and a refrigerator will be provided for the use of employees. Equipment must remain in the designated area.

5.3 Employees must give due care and consideration to the safe use of catering equipment and may only use this for the purpose for which it is intended and in accordance with the manufacturer's instructions.

5.4 Employees may not bring their own kettles or catering equipment onto the premises without the specific written authority of the Managing Director

6. Compressed Gas Cylinders

Compressed Gas is not used or stored on site, should this situation need to change then appropriate risk assessments will be carried out prior to use.

7. Contractors

The company will plan, coordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to employees, other persons on site and the public.

Detailed arrangements for the use of contractors are contained in Section 6 of this document.

8. Disabled Persons

There are some useful resources at <http://www.hse.gov.uk/disability>, plus DPN's Equality & Diversity Policy.

8.1 The company, through the Managing Director, aims to provide full and fair opportunity for the employment of disabled persons and, through training and practical assistance where required, their continued employment and promotion. The company will not tolerate any kind of discrimination towards these employees.

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8.2 Employees who become disabled will be accorded every possible opportunity for maintaining their position for retraining if appropriate.

8.3 The company recognises that disabled employees may require additional equipment, facilities or assistance, both routinely and in an emergency, to ensure their health, safety and welfare and undertakes to meet such needs.

9. Display Screen Equipment (DSE)

(A guidance booklet 'Working with VDUs' is published on the Health and Safety Executive's website at www.hse.gov.uk/pubns/indg36.pdf)

The IT Systems Manager is responsible for ensuring that:

- employees who use DSE habitually for a significant part of their work are designated officially as DSE 'users',
- 'users' are provided with the above 'Working with VDU's' booklet to alert them to the risks to their health such as Repetitive Strain Injury and Musculoskeletal Disorders and how to minimise them,
- workstations operated by 'users' are assessed using the DPN DSE Checklist to ensure they meet the minimum requirements and the risks are reduced to lowest level reasonably practicable,
- DSE work is planned so there are breaks or changes of activity,
- suitable blinds are provided to minimise glare, reflections and contrasting light levels,
- 'users' receive sufficient training in the software packages to enable them to work efficiently,
- 'users' are informed of their right to free eye tests and the provision of any special spectacles required for DSE work,
- 'users' are informed how they are to obtain the above eye tests and special spectacles if these are prescribed.

Employees will ensure that they:

- adjust their workstations to minimise health risks as shown in the 'Working with VDU's' booklet,
- report any problems with their workstations which they cannot rectify themselves,
- organise their work to allow changes of activity or take frequent short breaks to offset fatigue,

- report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

Files: VDU Checklist.pdf, summary checklist for VDU operators.xls

10. Electricity at Work, Work Equipment and Portable Electrical Equipment

(A guidance booklet 'Electrical Safety and You is Published' on the Health and Safety Executive's website at www.hse.gov.uk/pubns/indg231.pdf)

The Managing Director will ensure that:

- fixed electrical installations are inspected and tested by a competent electrical contractor at least every 5 Years,
- all portable electrical equipment such as kettles, desk fans, vacuum cleaners, floor buffers and electric tools are subject to annual formal inspections and tests by a competent person,
- permanently sited low risk office equipment, such as computers, not subject to annual formal inspections and tests, are organised so that the mains cables are unlikely to be damaged.

Employees will ensure that they:

- do not carry out unauthorised repairs or modifications to electrical equipment,
- visually inspect portable equipment before use and to report any defects found or suspected,
- report any damage to cables, plugs and equipment,
- only use electrical equipment authorised or provided by DPN,
- ensure that only professionally qualified and competent electricians are used to install or repair electrical equipment;
- undertake risk assessments for any work activity requiring the use of electrical equipment and provide any information and training to staff as required.

11. Fire Prevention

11.1 As far as reasonably practicable, all steps shall be taken by DPN to prevent, or minimise the probability of, all causes of fire. A detailed Fire Risk

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Assessment is undertaken annually by M G Nankervis MBE, Fire Safety Adviser. There are also six monthly checks of the Fire Alarm system by Duchy Alarms.

11.2 Monthly inspections are carried out internally by DPN's H&S Officer and the Fire Extinguisher Form is completed. Annual premises checks are documented by the H&S officer also.

11.3 The company acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate, i.e. fire evacuation drills, inspections and maintenance of fire warning systems and fire fighting equipment will take place regularly.

11.4 All employees shall be given suitable instruction in basic fire prevention measures at Induction and reminded at least annually in safety briefings.

11.5 Employees should report any concerns they have about fire hazards, etc to the Fire Warden and H&S Officer who is also the Deputy Fire Warden, so that the company can take the appropriate measures to eliminate the problem.

Employees will ensure that they:

- do not allow files, paper and other combustibles to accumulate around electrical equipment
- pay particular attention to checking work areas before leaving to ensure nothing has been left which could lead to a fire developing,
- ensure all electrical equipment that need not be left on (such as computers, photocopiers) are switched off at the socket outlet,
- keep electrical equipment that must be left on clear of combustible materials,
- keep corridors and stairwells clear and do not use them for the storage of equipment and waste materials,
- follow the emergency procedures in the event of discovering a fire or hearing the fire alarm.

Forms: Alarm Inspection 6 monthly check, Annual Fire Assessment, Fire Fighting Equipment Checklist (monthly), Annual Premises Checklist form.

12. Fire Procedures

12.1 In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire.

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12.2 Emergency Procedures are contained at Section 4 of this document and are displayed within the company's premises.

12.3 The company does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so.

12.4 Employees should report any concerns regarding fire procedures to the Fire Warden so that the company can investigate and take remedial action if necessary.

13. First Aid arrangements

Frequently asked questions and answers on first aid are published on the Health and Safety Executive's website at <http://www.hse.gov.uk/pubns/indg214.pdf>

Onsite - Appointed Persons are: Maili Buckingham and Miranda Adams both of whom have Emergency Aid in the Workplace certification.

The H&S Officer will ensure that:

- sufficient 'first aiders/appointed persons', are available,
- a suitable number of first aid boxes containing the recommended first aid materials are provided,
- details of the names and locations of the first aiders/appointed persons are displayed on notices posted around the premises,
- a record is kept of all first aid treatments on the DPN 'First Aid Treatment Record Sheet'.
- Carry out and record a monthly check of the stock of the First-Aid Kit.

Employees will ensure that they:

- familiarise themselves with the first aid procedures so that in the event of an injury or acute illness first aid assistance can be obtained quickly,
- carry out first aid in accordance with the training and instructions they have received,
- follow the hygiene rules when administering first aid as covered in training to prevent the transmission of infection'
- record all first aid treatments on the DPN 'First Aid Treatment Record Sheet'.

14. Flammable Liquids

Flammable Liquids are not used or stored on site, should this situation need to change then appropriate risk assessments will be carried out prior to use by the H&S Officer and methods implemented to avoid or control the risks.

15. Hazardous Substances

(A guidance booklet ‘COSHH - a brief guide to the regulations’ is published on the Health and Safety Executive’s website at www.hse.gov.uk/pubns/indg136.pdf)

DPN does not currently use any hazardous substances, our policy is to use eco-friendly cleaners wherever possible.

The H&S Officer will ensure that:

- where possible, non hazardous substances or ‘Irritant’ or ‘Harmful’ substances are used in preference to those marked ‘Corrosive’ or ‘Toxic’.
- where hazardous substances are used, an assessment of the risks to health is carried out and appropriate control measures implemented,
- employees are trained in the use of hazardous substances and the control measures necessary,
- suitable storage facilities and protective equipment are provided,
- the significant findings of assessments are recorded and the Manufacturers’ Safety Data Sheets (MSDS) where applicable are kept on file.

Employees will ensure that they:

- use hazardous substances in accordance with the training and instructions received,
- only use hazardous substances for which an assessment has been carried out and the control measures identified.
- Review the Manufacturer’s Safety Data Sheets before using products.
- Seek advice from the Health & Safety Officer if they are unsure about using products

16. Hours of Work

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The company acknowledges that excessive working hours can lead to ill health and increased risks of accidents/mistakes. The Managing Director will ensure that:

- plan tasks to ensure that sufficient time is allowed for their completion within normal working hours;
- provide sufficient resources to ensure that tasks can be completed within reasonable time limits.
- employees do not work more than 48 hours per week (averaged over a 17 week period), without the written agreement of the individuals involved,
- employees receive the breaks and annual leave entitlements specified in the Regulations, i.e.

In work breaks - for adults at least 20 minutes break when working more than 6 hours and at least 30 minutes break after 4.5 hours for persons under 18 years,

Daily breaks - at least 11 hours break between leaving and starting work next day,

Weekly breaks - at least 1 day off each week,

Annual leave - at least 5.6 weeks leave for full time employees.

Employees will ensure that they:

- report to the Managing Director where workloads or working practices require them to work excessive hours or where they cannot take their entitled breaks.
- let the Managing Director know if they have additional employment that impacts on their total working hours.

17. Housekeeping

As per section on Workplace Issues the Managing Director is ultimately responsible for ensuring that employees maintain a safe and tidy working environment.

Employees of DPN are expected to ensure their own work area is left clean and tidy at the end of each day. They are also responsible for working safely and helping to ensure the premises are safe.

See also DPN H&S Premises Checklist monitoring which is carried out annually by the H&S Officer, plus the IT Systems Manager checks and resolves on a daily basis.

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A cleaner is also paid to clean and tidy the centre once a week.

18. Induction of New Employees

18.1 In order to secure the health and safety of all employees DPN provides health and safety training to new employees incorporated into general induction training and this is documented, see Induction Procedure.

18.2 Induction training will commence on the first day of employment, will last as long as required and is dependant on the amount of information contained within the course. It is delivered by the Managing Director.

18.3 The health and safety component of induction training will be provided by the H&S Officer and will contain the following topics as a minimum:

18.3.1 Company Health and Safety Policy.

18.3.2 Accident reporting procedures/first aid.

18.3.3 Fire procedures and precautions.

18.3.4 Introduction of safety legislation.

18.3.5 Site safety rules.

18.3.6 Safety procedures; Personal Protective Equipment (PPE), manual handling etc.

19. Health and Safety Law Notices and Employers Liability Insurance Certificates

- a 'Health and Safety Law' poster is displayed upstairs in the Centre and the appropriate details are entered in the spaces provided on the poster,
- a copy of DPN's employer's liability insurance certificate is also displayed downstairs in the Centre.
- Further details of Public Liability & Professional Indemnity insurances are available for inspection.

The Managing Director is responsible for ensuring these documents are updated annually or more frequently as necessary.

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20. Legionellosis

No irregular work systems in place at DPN so currently not necessary. A risk assessment will be carried out should the situation change.

21. Lifting Equipment, Radiation, Pressure Systems

None currently exist at DPN. Risk assessment will be applied if the situation changes.

22. Lighting

The company regards the provision of a safe and well-lit working environment essential to the health, safety and welfare of its staff.

A risk assessment is prepared for lighting and reviewed at least annually and DSE Checklist is undertaken by employees which includes lighting.

Any employee with a complaint or problem regarding lighting should report the matter to the Managing Director immediately so that the company may take the necessary steps to remedy the situation.

23. Machinery and Equipment

Any equipment used at work is included e.g. photocopiers. Currently no equipment such as grinders, power tools are in use at DPN.

(A guidance booklet 'Simple Guide to the Provision and Use of Work Equipment Regulations' PUWER is published on the Health and Safety Executive's website at www.hse.gov.uk/pubns/indg291.pdf)

The IT Systems Manager will ensure that work equipment is:

- suitable for the use intended use,
- equipped with suitable safety measures, where relevant, e.g. protective devices, markings, warnings,
- inspected as necessary and maintained in efficient working order and good repair,
- used only by employees who have received adequate information, instruction and training.

Any defects in this area will be reported immediately to the Managing Director for action.

Employees will ensure that they:

- only use work equipment for which they have been trained and authorised to use,
- use work equipment in accordance with the instructions and training provided,
- report any defects or problems with work equipment.

All such equipment is PAT tested annually by an external organisation - current certificate valid until February 2022. Equipment for the move to homeworking was purchased in March 2020 with no requirement for PAT needed until March 2023.

24. Manual Handling

(A guidance booklet 'Getting to grips with manual handling' is published on the Health and Safety Executive's website at www.hse.gov.uk/pubns/indg143.pdf)

The H&S Officer will ensure that:

- manual handling operations involving significant lifting, pushing or pulling are avoided where possible,
- where the above is not possible, the risks are assessed and measures are implemented to reduce the risk of injury e.g. by re-organising work systems, providing equipment such as trolleys/barrows, splitting loads into smaller units, providing employees with training in the techniques that minimise the risk of injury etc.,
- the significant findings of manual handling assessments are recorded locally. employees are not required to carry out manual handling operations beyond their individual capacities.

Employees will ensure that they:

- do not attempt to lift or move anything they consider to be too heavy or awkward for them,
- seek help where necessary,
- use the correct techniques to minimise the risk of injury i.e. keeping the back straight and lifting with the leg muscles,
- avoid bending from the waist and lifting, this puts strain on the back muscles and spine and may lead to injury,

- report to their manager any task which is beyond their capability or where the correct manual handling techniques cannot be used.

In order to ensure that the company’s policy is adhered to all employees engaged in manual handling activities are instructed to:

- Use handling aids properly and effectively.
- Never take personal risks by overreaching, twisting, stretching, stooping or over-exerting during a handling task.
- Report any problems in the work activity or equipment used as soon as these arise and ask for assistance where necessary.

25. Outdoor and Peripatetic Workers

As with Lone Working occasionally off-site training occurs and staff visit other employer locations. See also Lone Working Policy.

The Managing Director will ensure;

- the risks created by DPN employees/contractors are assessed and adequately controlled,
- the risks created by clients which affect DPN employees/contractors are properly controlled,
- ongoing communication and co-operation takes place with clients to ensure the risks to all persons are properly controlled,
- DPN employees/contractors are capable of recognising the risks likely to be present on client’s premises and applying the appropriate measures to control them.

Employees/Contractors will ensure that they:

- take the necessary steps to ensure the risks from their activities are properly controlled,
- familiarise themselves with the health and safety arrangements on client’s premises,
- co-operate fully and follow any relevant health and safety instructions and procedures,
- report any shortcomings in client’s health and safety arrangements to their contact at the premises and to DPN’s Managing Director.
- Any accidents or incidents involving employees working from their base must be reported directly to the MD and an entry made in the Accident book on return to base. In addition, accidents occurring on other sites must be reported to the responsible person at that site.

26. Road Transport

DPN does not provide transport for its employees, although occasionally employees need to travel off site and use their own vehicles for that purpose.

The Managing Director will ensure that:

- employees driving as part of their work are sufficiently competent and have the necessary documentation to show they comply with the requirements of road traffic legislation,
- work schedules are set so as to allow sufficient time to drive safely, complying with the relevant speed limits and taking breaks to offset fatigue on long journeys,

Employees will ensure that they:

- exercise particular care and comply with the requirements of the road traffic legislation and the Highway Code,
- avoid using hand-held mobile phones whilst driving,
- take breaks to offset fatigue on long journeys,
- take special care in car parks and roadways around premises to avoid pedestrians,
- plan routes in advance and leave details of their whereabouts at their office,
- take care as a pedestrian in car parks and when crossing public roads etc., using pedestrian crossings where available to minimise the risks.

Any changes which may affect the employee's ability to drive, e.g. certain health conditions, prescribed medication, conviction or prosecution for driving offences, must be reported to the Managing Director immediately.

Under no circumstances are any employees working at other locations to be accompanied by children or other unauthorised persons.

Where an employee experiences any problem in relation to outdoor or peripatetic work he or she must inform the Managing Director immediately so that the company can investigate and rectify the situation.

26. Personal Hygiene

26.1 Good personal hygiene practice is important in ensuring a safe and healthy place of work, in that this will help avoid adverse effects on the employee or service provided. It is particularly important that high standards are

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maintained where employees are exposed to substances or conditions which may be hazardous to health.

26.2 Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace.

26.3 All matters relating to personal hygiene will be handled sympathetically and, where appropriate, with medical confidentiality.

26.4 Employees who deliberately flout the prescribed rules on personal hygiene will be liable to disciplinary action.

27. Personal Protective Equipment (PPE)

There is a guide at <http://www.hse.gov.uk/pubns/indg174.pdf>

By analysing the risks at DPN currently there is no requirement for PPE. This will be reviewed annually or sooner as necessary. Should the need arise then the H&S Officer will ensure that:

Where it is not possible to control risks by other means PPE will be provided.

- risk assessments identify the type and standard of PPE required making sure it is suitable for the risks involved and for the user,
- maintain adequate stocks and provide employees with the PPE specified for their work,
- employees are instructed in the use and maintenance of the PPE required for their work,
- employees use the PPE specified for their work,
- PPE is replaced as necessary,
- records of the issue of PPE are maintained.

Employees will ensure that they:

- use the PPE specified for their work,
- inspect/maintain/replace their PPE as is necessary,
- report any defects or shortcomings with their PPE they cannot rectify themselves.

28. Personal Electronic Equipment (PEE)

Use of personal electronic equipment is not permitted on DPN premises without the authorisation of the Managing Director.

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People bringing such equipment on to site will also need to provide evidence that the equipment has passed a recent PAT test.

29. Personal Safety/Lone Working

(A guidance booklet ‘Working alone in safety: controlling the risks of solitary work is published on the Health and Safety Executive’s website at www.hse.gov.uk/pubns/indg73.pdf) plus also refer to DPN’s Lone Working Policy.

The company is committed to taking all reasonable precautions necessary to secure the health and safety of those carrying out work activities.

The Managing Director will endeavour to ensure that the need to work alone will be avoided wherever reasonably practicable. Where employees do work alone, personal safety must be a priority at all times. This includes ensuring that there is regular communication with a responsible person before, during and upon completion of the work.

The Managing Director will ensure that:

- working alone is avoided where possible,
- where working alone is unavoidable, a risk assessment is carried out to identify the measures necessary to minimise the risks,
- the significant findings of risk assessments are recorded and reviewed annually or more frequently as necessary.
- Staff are consulted frequently about further actions that need to be taken to avoid any risks and are able to raise concerns at any time with the Managing Director no matter how trivial it may seem.

Employees will:

- Take reasonable precautions to work safely.
- Conform to the requirements of the company’s Lone Working Policy.
- Raise any issues or concerns immediately with the Managing Director.

30. Procedure for Risk Assessments

(A guidance booklet ‘Five Steps to risk assessment’ is published on the Health and Safety Executive’s website at www.hse.gov.uk/pubns/indg163.pdf)The duty to assess risks and take appropriate action to remove or control the risks is fundamental and absolute. The purpose of a risk assessment is to identify the

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measures to remove or control the risks. A systematic general examination of all activities is necessary and carried out by the Health & Safety Officer. Risk assessments must be 'suitable and sufficient' and records should be kept to show that:

- a proper check has been made;
- those affected have been identified;
- all the obvious and significant hazards have been covered;
- the controls are reasonable and the remaining risk is low.

Hazard

Is anything with the potential to cause harm. (e.g. falls, slips, fire, electricity, vehicles, substances, manual handling). The harm will vary in severity - some hazards may cause death, some may cause injury or ill health causing short or long term incapacity, others only cause cuts and bruises.

Risk

The risk is the combination of the severity of harm and the likelihood of it happening and it depends on what control measures are in place. Sufficient control measures should be implemented to keep the risk low. Where this is not the case the priority for action is set out below. The higher the risk the higher the priority for action as set out below.

Carrying Out Risk Assessments

- Always involve and consult employees when carrying out risk assessments;
- Identify the hazards (ignore trivial hazards, concentrate on obvious and significant hazards);
- Decide who might be harmed and how;
- Evaluate the risks and decide if existing controls are adequate or if more should be done, (in many cases this can be done by finding out what is up-to-date good practice);
- Grade the risk according to priority 1 - low, 5 being high
- Record the significant findings on DPN Risk Assessment.doc
- Review assessments annually, when circumstances change or in the event of an accident/incident and revise if necessary.

The company accepts that some of its operations may, unless properly controlled, create risks to members of staff, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.

The company will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions.

Any employee who discovers a hazard during working operations should report the hazard to H&S Officer so that the necessary remedial action can be taken.

The content of all risk assessments and any resultant control measures necessary to safely undertake the task assessed will be communicated to all employees who are involved in, or affected by, the task. It is the responsibility of all employees to ensure that they undertake all work activities fully in accordance with the respective risk assessment; any problems in doing so are to be reported to the Managing Director immediately.

31. Employee Safety Consultation

(A guidance booklet 'Consulting Employees on Health and Safety: A Guide to the Law' is published on the Health and Safety Executive's website at www.hse.gov.uk/pubns/indg232.pdf)

The Managing Director will ensure that:

- employees representatives are consulted on health and safety issues at Staff Meetings or through special meetings,
- records of the employees present and the issues discussed are kept.

Employees will:

- participate in Staff Consultation meetings, be they part of the Staff meetings or separate meetings, detailed in section 5 of this document.
- Actively involve themselves in ensure the company is operating safely.

32. Smoking

32.1 Smoke-free (Premises and Enforcement) Regulations and Smoke-free (Signs) Regulations for England came into effect on Sunday 1st July 2007.

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32.2 The policy adheres to the law and therefore smoking is not permitted within the premises.

32.3 Smoking is only permitted outside the building.

33. Statutory Inspections

33.1 In order to safeguard employees using certain types of equipment in the course of their duties the company will arrange for regular examinations and tests to be carried out on such equipment at least as frequently as stipulated in the relevant statutory requirement.

33.2 The company will also ensure that these inspections are carried out by a competent person who is experienced in the use and examination of such equipment.

34. Temperature

The company acknowledges that problems can arise with both natural and artificially created environments. It is our policy to ensure that employees are provided with a comfortable working environment suited to the type of work being undertaken.

Temperature should be comfortable so that staff are able to work productively. This is normally between 19 - 25 degrees centigrade.

Any employee who has reason to believe that work temperatures are too high or too low should raise the matter with the H&S Officer in the first instance.

Measures can be taken such as opening/closing windows and blinds, turning on/off night storage heaters, frequent cooling drinks etc in order to make the working environment more comfortable.

35. Temporary and Casual Staff

Temporary and Casual staff are treated in the same regard as full-time staff and contractors with regards to H&S matters only. On their first day they will be given a full company Induction to include DPN H&S Statement & Policy, procedures etc see section on Induction of New Employees.

As with employees, on-going follow up training will be provided to any temporary and casual staff.

Safeguarding and Safe Recruiting Policies are followed. All staff are disability and barring service checked prior to recruitment. Existing staff also have an enhanced disability and barring service check, those contractors that work regularly in the centre are also included.

36. Working at Heights

(See also the free leaflets on falls from heights on the Health and Safety Executive's website <http://www.hse.gov.uk/pubns/fallindx.htm>)

The Managing Director will ensure that:

- work at heights is avoided where possible, e.g. not storing/placing things at height that need to be accessed regularly,
- where the above is not possible, the risks are assessed and measures are implemented to prevent or reduce the risk of falling,
- the significant findings of assessments are recorded locally.
- suitable equipment e.g. step stool is provided where necessary to reach above head height and training provided by H&S Officer. Where possible, another person is available to assist when a worker is stepping up off the ground.

The Health & Safety Officer will:

- Ensure that any ladders/steps are recorded on a register
- Checked monthly to ensure are fit for purpose

Employees will ensure that they:

- visually examine step stool/ladders before use and report any defects to the H&S Officer.
- Make sure they have received training before stepping off the ground.
- Ask another member of staff to be available to assist.

37. New and Expectant Mothers at Work

Guidance is published on the Health and Safety Executive's website at <http://www.hse.gov.uk/pubns/indg373.pdf>

The Managing Director will ensure that:

- an assessment is carried out to identify any risks created by work to new and expectant mothers,
- appropriate arrangements are implemented to eliminate or control any identified risks,
- the significant findings of assessments are recorded and reviewed throughout the maternity period.

Employees will ensure that they:

- inform their manager as soon as they are able if they become pregnant so an assessment can be carried out.
- Inform their manager at anytime should new risks develop so that actions may be taken to resolve them.

38. Young persons at work or on work experience (Below 18 years of age)

Guidance is published on the Health and Safety Executive’s website at <http://www.hse.gov.uk/youngpeople/index.htm>

The Managing Director will ensure that:

- an assessment is carried out to identify any risks created by a young person’s lack of experience or immaturity,
- appropriate arrangements will be implemented to eliminate or control the risks,
- the significant findings of assessments will be recorded and reviewed either annually or more frequently as the need arises.
- where young persons are below school leaving age, the significant findings of the risk assessment are communicated to those with parental control.
- An experienced employee will be nominated to supervise each young person,
- All Young persons will receive a full Induction at the start of their time at DPN which will include a Health & Safety briefing.

Employees will ensure that they:

- exercise close supervision over young persons placed with them for training.

Young persons will ensure that they:

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- take reasonable care for their own health and safety and that of others who may be affected by their activities,
- use any work equipment in accordance with the training and instructions provided,
- do not use equipment or carry out work for which they have not been trained,
- ask if in doubt about anything.

Also see DPN’s Safeguarding Policy and Safer Recruiting Policy.

39. Noise and Vibration

There is a guide at: <http://www.hse.gov.uk/pubns/noisindx.htm>

<http://www.hse.gov.uk/pubns/indg175.pdf>

DPN isn’t a manufacturing environment and doesn’t produce excess noise or vibration as confirmed by risk assessment. This will be reviewed annually to ensure continued conformance to legislation.

40. Asbestos

For further guidance see: <http://www.hse.gov.uk/pubns/guidance/a0.pdf>

A letter from the owner of 1&2 Old Brewery Yard confirms that this site does not contain any asbestos.

However, should any employees/Contractors consider they may have found asbestos they must not disturb the material and report it directly to the Managing Director.

The Managing Director will ensure all work is stopped and seek advice from a qualified person in order to deal with the situation.

41. Health and Safety Training

Employees must be competent when performing tasks that can impact on their and other person’s health and safety.

For more general information on health and safety training see the HSE website

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The Managing Director will ensure that:

- risk assessments and performance appraisals are used to identify the training needs of associated with employees' activities and these needs are recorded on the health and safety training matrix,
- account is taken of the capabilities, training, knowledge and experience of employees when deciding on competence,
- that the demands of the job do not exceed employees' ability to carry out their work without risk to themselves and others,
- employees with particular training needs, e.g. new recruits, employees changing jobs or taking on extra responsibilities, receive appropriate health and safety training and supervision,
- the effectiveness of training is evaluated by question and answer sessions in the training, post training tests or on the job monitoring;
- where necessary, employees' skills are updated by carrying refresher training
- records are kept of all health and safety training carried out.

The Health & Safety Officer will:

- Summarise at least annually the H&S training requirements for employees
- Track and monitoring the progress of this training and discuss with the Managing Director.

Employees will ensure that they:

- attend training sessions they are nominated for,
- follow the health and safety training and instructions provided,
- report to the Managing Director any circumstance where they do not feel capable or confident to deal with the health and safety issues of their work.

Form: H&S Training Matrix.doc

42. Working at Home

(A guidance booklet 'Homeworking - Guidance for employers and employees on health and safety' is published on the Health and Safety Executive's website at www.hse.gov.uk/pubns/indg226.pdf)

In an effort to encourage a more flexible approach to working and therefore improve conditions for staff, where projects allow staff may work from home.

Should staff be employed or transition to permanent homebased - then the following arrangements will apply:

The Managing Director will ensure;

- employees based at home who use computers habitually as a significant part of their work are provided with suitable equipment and provided with guidance to enable them to assess their furniture set up to minimise the risks,
- employees are provided with a 'Display Screen Equipment Checklist' to assess their home workstation,
- remedial action is taken to deal with any problems identified by the above assessment,
- employees are provided with the above 'Homeworking' booklet to alert them to the risks to their health and how to minimise them.

Employees will ensure that they:

- assess their home workstation and follow the guidance in the 'Homeworking' booklet,
- report to the Managing Director any problems they have with the equipment/furniture/working procedures.

43. Occupational Stress

Guidance available on the HSE website at www.hse.gov.uk/stress.

Employers have a legal responsibility under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 to ensure the health safety and welfare at work of their employees. This includes minimising the risk of stress-related illness or injury to employees.

Employees also have a duty to take reasonable care for their own health and safety and of others who may be affected by their actions.

DPN operates an "open door policy" whereby individuals are free to raise their concerns about anything that may incur stress to them in a confidential manner to the Managing Director. The Managing Director will either deal with the matter or bring to the attention of the DPN Board if further support is required.

DPN has an Occupational Stress Policy and risk assessment is applied.

Employees are informed of the Stress Policy and reminded at Staff Meetings by the Managing Director.

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SECTION 4 - EMERGENCY PROCEDURES

1. Fire Procedure (see also Fire Prevention Section)

The fire procedures at the company's premises and Fire Action notices are posted accordingly. The following basic procedures will, however, apply:

Fire Alarm & Fire Drill

Regular drills are carried out using varying escape routes assuming fire conditions

When the Alarm sounds:

1. If discovering a fire before the alarm has detected it, it is the duty of the staff member on duty to vacate everyone from the building immediately following the guidelines below. The Fire Service should also be informed immediately by the member of staff by calling 999.
2. On hearing the alarm, fire wardens should proceed to assist staff and members of the public to leave the building by the nearest safe route where necessary and assemble in front of Mounts Bay Wine Shop.
3. The nominated fire team (staff) should where possible attack fire with appropriate equipment (only if trained to do so)
 - a. For solid material fire use Water Extinguisher.
 - b. For flammable liquids use Dry Powder Extinguishers.
 - c. For electrical fire use CO2 Extinguishers
4. The remainder of personnel should leave the building by the nearest safe route, under the guidance of the fire wardens
5. Personnel should assemble at a pre-determined assembly point with the Centre 'sign in' sheets.
6. Roll call of staff is to be taken by the Fire Warden who should report 'all persons accounted for' or " missing
7. Personnel should not re-enter the building until given permission by the Fire Brigade

Fire Wardens are designated where appropriate and specific instructions will be issued regarding their duties in the event of a fire.

Monitoring of equipment is carried out by the H&S Officer and external consultants/suppliers.

Six monthly fire evacuation exercises are held, see Fire Drill Form.doc

2. Accident Investigation Procedure

2.1 The purpose of accident investigation is to establish how and why an accident occurred and to identify the corrective measures necessary to prevent recurrence of similar or related accidents. The allocation of blame is unnecessary and, because it can be counter-productive in achieving these aims, undesirable.

2.2 In order to effect appropriate standards of accident or incident investigation, accidents will be assigned to the following levels:

2.2.1 Level 1

a. Any incident reported by an employee which he/she believes indicates the presence of any danger to any company or personal property, or to any employee, contractor, visitor or neighbouring resident or any other person.

2.2.2 Level 2

a. Any incident involving the failure of any part of a building, plant, equipment, tool or substance used.

b. Any incidents involving damage to company property.

c. Any incident which any employee believes could have led to the death of, or injury to, any person.

d. Any incidents which any employee believes could have led to the damage of company property.

2.2.3 Level 3

a. Any incident to be reported to the enforcement authority under the Reporting of Injuries, Diseases and dangerous Occurrence Regulations 1995 (RIDDOR).

b. Any incident involving the death of, or personal injury to, anyone doing anything with or in relation to the work of the company.

2.3 Level 1 investigations will be undertaken by any responsible person nominated by the Managing Director.

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2.4 Level 2 investigations will be undertaken by the Managing Director.

2.5 Level 3 investigations will be undertaken by the MD and DPN Board.

2.6 The Managing Director is overall responsible for health and safety at DPN and is to be advised of any accidents or incidents occurring and he will refer such events to the DPN Board and company's Health and Safety Consultants as applicable.

SECTION 5 - SAFETY MEETINGS

1. Objectives

The objectives of discussing safety at Staff Meetings are to:

- Establish and maintain standards of health and safety in keeping with legal requirements and with company policy.
- Promote cooperation amongst staff in instigating, developing and monitoring these measures so as to ensure the health, safety and welfare at work of all employees of the company.

DPN only has eleven full time and four part-time members of staff and we don't currently have a specifically designated H&S committee instead everyone has the common objective of promoting and maintaining high standards in health, safety and welfare at work. Any immediate items of concern are reported directly to the Managing Director for action and notification to Board. Health and Safety matters are also an agenda item and discussed at the Staff Team meetings with all staff which are minuted.

2. Accountability

The Managing Director is responsible for ensuring that any recommendations and view from employees are put before the Board as appropriate.

The resolution of local safety issues should not be deferred until the next scheduled meeting, except where such delay is acceptable in all circumstances.

3. Authority

The Managing Director is empowered to implement health and safety standards for the company.

SECTION 6 - HEALTH AND SAFETY AND THE USE OF CONTRACTORS

Contractors

DPN recognises its responsibilities when employing contractors to deliver their services. The majority of contractors used by DPN are short-term “admin” type roles and for health and safety purposes only these contractors are treated as per temporary staff. However, should an instance occur where contractors are required the H&S Officer will ensure an appropriate risk assessment is produced.

Guidance on construction health and safety issues is published on the Health and Safety Executive’s website at <http://www.hse.gov.uk/pubns/conindex.htm>

The Managing Director will ensure that:

- contractors selected to quote for work are competent in managing the health and safety aspects of their activities,
- a Contractors Health and Safety Assessment is completed for all contractors on their site.
- specialist advice is obtained when in doubt about a contractor’s health and safety competence,
- the work is clearly defined, and the hazards known to DPN are communicated to prospective contractors,
- the work undertaken by contractors is monitored to ensure the appropriate risk control measures are being implemented (record findings on the Contractors Health and Safety Assessment),
- work is stopped if the risk control measures are not satisfactory,

The H&S Officer will:

- give contractors and their staff an Induction of DPN’s H&S Policy and procedures.

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The contractors will:

- comply with all DPN's policies and procedures, not just Health & Safety. Anyone failing to do so will be made to leave site immediately.

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