



Health and Safety Policy Statement of DL Centre Ltd Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of DL Centre Ltd

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees and volunteers on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees and volunteers;
- to ensure all employees and volunteers are competent to do their tasks and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities

1 Overall and final responsibility for health and safety is that of the Board of Directors

2 Day-to-day responsibilities for ensuring this policy is put into practice is delegated to Andrew Whitehead as Director of Finance.

3 To ensure health and safety standards are maintained and/or improved, the following people have responsibility in the following areas;

Andrew Whitehead - All areas

4 All employees and Volunteers have to:

- co-operate with supervisors 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
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

Approved 13/10/08

Implementation Date: 31/10/08

Amended 03/07/2009

- Risk assessments will be undertaken by Andrew Whitehead
- The findings of the risk assessments will be reported to Karen Hayday
- Action required to remove/control risks will be approved by Karen Hayday
- Andrew Whitehead will be responsible for ensuring the action required is implemented.
- Andrew Whitehead will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Consultation with employees and volunteers

- Consultation with employees is provided through regular team meetings

Safe plant and equipment

- Andrew Whitehead will be responsible for identifying all equipment/plant needing maintenance.
- Andrew Whitehead will be responsible for ensuring effective maintenance procedures are drawn up.
- Andrew Whitehead will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to Andrew Whitehead
- Andrew Whitehead will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- Andrew Whitehead will be responsible for identifying all substances which need a COSHH assessment.
- Andrew Whitehead will be responsible for undertaking COSHH assessments.
- Andrew Whitehead will be responsible for ensuring that all actions identified in the assessments are implemented.
- Andrew Whitehead will be responsible for ensuring that all relevant employees and volunteers are informed about the COSHH assessments.
- Andrew Whitehead will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- Health and safety advice is available from RMBC Central Safety Unit Telephone 01706 647474

- Supervision of young workers/trainees will be arranged/undertaken/monitored by training staff and work based supervisors
- Andrew Whitehead is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all employees by Andrew Whitehead
- Job specific training will be provided by Andrew Whitehead
- Specific jobs requiring special training are – non at present – all staff are trained in the use of all equipment
- Training records are kept by DLCentre Ltd
- Training will be identified, arranged and monitored by Andrew Whitehead

Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs – None at present
- Health surveillance will be arranged by Andrew Whitehead
- Health surveillance records will be kept by DLCentre Ltd
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in 10 Ingledene with a First Aid Kit. A first aid kit is available for off site visits
- Andrew Whitehead is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will undertake spot checks and investigate any accidents or ill health, then implement any corrective actions required
- Andrew Whitehead is responsible for investigating accidents.
- Andrew Whitehead is responsible for investigating work-related causes of sickness absences.
- Andrew Whitehead is responsible for acting on investigation findings to prevent a recurrence.