

Digital Islands

HEALTH AND SAFETY POLICY

1. STATEMENT OF GENERAL POLICY

- 1.1. The Company fully accepts the obligations placed upon it by the various Acts of Parliament covering health and safety. The Company requires its Leadership team to ensure that the following policy is implemented and to report annually on its effectiveness.

2. MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

- 2.1. This policy has been prepared and published under the requirements of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety at work and to distribute responsibility for their achievement to all managers, supervisors, and other employees through the normal line management processes.

3. MANAGEMENT RESPONSIBILITIES

Founder Director

- 3.1. The Founder Director of Digital Islands has overall responsibility for the implementation of the Company's policy. In particular he is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Staff and management

- 3.2. All staff, contractors and managers need to take the issue of health and safety at work extremely seriously. Seemingly minor issues can be the cause of accidents, and no one should pass off those minor issues as being the responsibility of someone else. If any issue can not immediately be safely rectified directly then it must be reported to the Safety Officer.

Safety Officer

- 3.3. The Founder Director is the nominated Safety Officer for the business and is responsible for co-ordinating effective health and safety policies and controls across the organisation.
- 3.4. The Safety Officer is responsible for:
- the production and maintenance of the Company's policy and ensuring that Guidelines and day to day working practice are consistent with policy;
 - its application;
 - monitoring and reporting on the effectiveness of the policy;
 - the provision of general advice about the implication of the law;
 - the identification of health and safety training needs. The safety officer also acts on behalf of the Chief Executive, as the Company's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;

4. HEALTH AND SAFETY PROCESS

- 4.1. The Company believes that consideration of the health, safety and welfare of staff is an integral part of the management process. The provision of the Health and Safety at Work etc Act, associated Codes of Practice and E.C. Directives will be adopted as required standards within the Company. Responsibility for health and safety matters shall be explicitly stated in all job descriptions.
- 4.2. The Company requires all staff to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking action and monitoring results so that the majority of health and safety needs are resolved promptly.
- 4.3. For major additional expenditure, staff raising an issue must be respected and the case taken forward to the Safety Officer for review. A response will be given within 10 working days, which will either be a decision or a request for additional information before decision is made. In all cases a decision on resolving the issue will be made within 1 month of being raised.
- 4.4. If a health and safety issue is flagged by any member of staff as being urgent or as an immediate danger/risk to life, then it must be immediately brought to the attention of the Safety Officer, who will initiate mitigation of that risk within 24 hours of being notified.

5. HEALTH, SAFETY AND WELFARE GUIDELINES

- 5.1. It is the responsibility of the Safety Officer to update and maintain appropriate health and safety policies or guidelines that will embody the minimum standards for health and safety for the department and the work organised within it.
- 5.2. The model contents of a guideline are:
 - information about immediate matters of health and safety concern, such as fire drills, fire exits, first aid;
 - training standards;
 - the role and identity of the Safety Representative and Safety Officer;
 - accident reporting procedures;
 - safety rules;
 - fire procedures;
 - policies agreed by the Company.

6. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS - ANNUAL AUDIT AND REGULAR RISK ASSESSMENTS

- 6.1. It is the policy of the Company to require a thorough examination of health and safety performance at least annually by conducting a 'Safety Audit'. The Audit requires review of:
 - standards laid down in the policy;
 - review of all guidelines;
 - relevant regulations;
 - environmental factors;
 - staff attitudes;
 - staff instructions;

- methods of work;
 - contingency plans;
 - recording and provision of information about accidents and hazards and the assessment of risk.
- 6.2. The information obtained by the Audit will be used to form the basis of the plan for the department for the following year. Audits must be completed by July of each year.
- 6.3. The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Founder Director and will be carried out by the Safety Officer.
- 6.4. It is everyone's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.
- 6.5. In addition to carrying out the annual Safety Audits, all portable equipment, including electrical appliances, must be checked quarterly to ensure that any problems with that equipment is immediately dealt with.
- 6.6. Managers have a responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** in line with the Health and Safety Executive Guidelines; that is follow the 5 steps:
1. Identify the hazards
 2. Decide who might be harmed and how
 3. Evaluate the Risks and decide on precautions
 4. Record the findings and implement the precautions
 5. Review the assessment and update when necessary

7. TRAINING

- 7.1. Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.
- 7.2. Four areas of need shall be given special priority:
- training for managers, to equip them with an understanding of the manager's responsibilities under this policy, and the role and purpose of safety representatives;
 - training for safety representatives to enable them to discharge their function;
 - training for all members of staff to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
 - induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

8. REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

- 8.1. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Chief Executive as delegated to the Safety Officer.

9. SPECIALIST ADVISORY BODIES

9.1. Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Managers from expert individuals or bodies outside the Company.

10. FIRST AID

10.1. It is the policy of the Company to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

11. FIRE

11.1. The Chief Executive is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Company premises.

11.2. In addition the Company will nominate a Fire Officer (this may be the Safety Officer or someone external to the Company)

- report and advise on the standard of fire safety in the Company's premises and the standard of fire training of its staff;
- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the Company's premises and to submit reports of such incidents.

12. NON-SMOKING ON COMPANY PREMISES

12.1. The Company has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

13. COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

13.1. All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

14. CONTROL OF WORKING TIME

14.1. The Company is committed to the principles of the Working Time Regulations. No member of staff is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.

15. HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

15.1. The Health and Safety at Work Act requires each employee 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Company for Health and Safety at Work.

15.2. The refusal of any employee to meet their obligations will be regarded as a matter to

be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

16. PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY THE COMPANY

16.1. Persons working in the Company premises who are employed by other organisations are expected to follow Company Health and Safety Policies with regard to the safety of Company employees, their own personal safety (and that of other parties such as the general public if appropriate) and their method of work. This responsibility will be included in contracts or working arrangements. Similarly seconded Company employees working in other host premises will be expected to follow the host employers Health and Safety Policy.

17. VISITORS AND MEMBERS OF THE PUBLIC

17.1. The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Company establishments will be of the highest standard.

17.2. Any member of staff who notices persons acting in a way which would endanger other staff, should normally inform their Head of Department. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

18. CONTRACTORS

18.1. The Company wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Company's establishments will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health.

18.2. Contractors must also observe the Company's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition a Company Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Manager immediately.