



DigitalMarketingMentor

Health and Safety Policy

Health and Safety Policy Statement

Our policy is to take every possible step to prevent accidents and work-related ill health occurring to our learners, employees and others who might be affected by our business activities. We aim to do this by controlling the health and safety risks, which arise from our work activities adequately.

In particular we aim to:

- Provide safe and healthy working conditions
- Provide and maintain safe equipment and plant
- Ensure hazardous substances are used safely
- Provide adequate information, training and supervision
- Ensure employees are competent to undertake their work safely
- Consult with employees on health and safety matters.

Details of individual responsibilities and arrangements can be seen in our Health and Safety Procedures document below.

This policy will be reviewed yearly and learners/employees will be advised of any changes accordingly.

DMM Health & Safety Team

Position	Name
Chairman	David Prescod
Company Secretary	Julie Thompson
Management Team	Amy Servedei / Tina Coulson

Health and Safety Procedures

In order to ensure that health and safety is successfully managed within Digital Marketing Mentor (hereafter referred to as the Company) the following responsibilities have been allocated.

Health & Safety Management Team

The Health & Safety Management Team has the corporate role of providing health and safety leadership for the Company.

The health and safety responsibilities of the team are:

- Devise Health & Safety policies and monitor compliance.
- Produce and implement a strategic Health & Safety Action Plan.
- Advise on action plans arising from risk assessments and monitoring these.
- Measure, review and audit the Health & Safety policy.
- Review Health & Safety policies and recommend any improvements.
- Ensuring team decisions reflect its health and safety intentions.
- Ensuring the health and safety policy statement reflects current priorities.
- Ensuring management systems provide for effective monitoring.
- Reviewing health and safety performance regularly.
- Ensuring health and safety risk management systems are in place.

Consultation with Employees

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977 the Company will consult through the Company Management Team with elected Representatives on issues to include the following:

- The introduction of measures which could substantially affect the health and safety of employees or learners.
- The appointment of competent persons under the Management of Health and Safety at Work Regulations 1999 for the purpose of health and safety.
- Health and safety information which the employer is required by law to provide to employees.
- The introduction of new technologies into the workplace.
- The organisation or planning of any health and safety training which the employer is required by law to provide.

Audit and Review

The principle means of auditing and reviewing the Company Health and Safety Policy and detailed arrangements will be:

- Annual review and evaluation of the Company Health and Safety Policy by the Company Secretary and Management Team ensuring that new legislation and/or other changes in circumstance are incorporated and that the policy remains effective.
- Investigation and reporting of all major injuries and dangerous occurrences (as specified in the Reporting of Injuries and Dangerous Occurrences Regulations 1995) by the Company Secretary.

- Annual auditing to be undertaken in order to complement the above measures by providing an objective and qualitative self-assessment report of all the elements of the health and safety management system.

General Duties

- Ensuring Board decisions reflect its health and safety intentions as articulated in the health and safety policy statement.
- Ensuring the health and safety policy statement reflects current priorities.
- Ensuring management systems provide for effective monitoring and reporting of health and safety performance.
- Reviewing health and safety performance regularly.
- Ensuring health and safety risk management systems are in place and remain effective.

Chief Executive Officer

The Chief Executive Officer is the nominated director responsible for health and safety. This person will:

- Manage the operations by directing the business activities inline with established goals, objectives, and policies.
- Implement programmes to ensure attainment of business plan for growth and profit.
- Ensure the company meets legislative requirements.

Company Secretary

- To liaise with insurers regarding legal matters to ensure compliance with all legislation pertinent to the Company.
- Oversee corporate governance including drafting the appropriate section of the annual report.
- To ensure the company has adequate, up to date employers liability insurance cover.
- To ensure that employee specific health and safety responsibilities are included in their job description and mentor agreements.
- To organise occupational health assessments and monitoring and maintaining employee records.
- To carry out accident investigation when required.
- To liaise on behalf of the Company with Regulatory Authorities.
- To monitor and where appropriate investigate accidents, including near misses, reporting them to the health and safety adviser.
- To organise and participate in workplace inspections within the allocated time frames.
- When requested, assist Management in the undertaking of "Risk Assessments".
- To provide, within their capability, or co-ordinate the provision of specialist advice, processes and support services.
- To promote a positive safety culture within the Company.

Digital Marketing Mentors

Mentors have responsibility for ensuring that the health and safety policy is implemented within their own geographical areas of delivery and with all employees they manage / supervise. They must ensure suitable arrangements are in place to monitor the teaching environment /workplace and maintain safe conditions. Where hazards are identified, the risks must be controlled, so far as is reasonably practicable.

All employees of the Company have the following personal responsibilities under the Health and Safety at Work Act 1974:

- To comply with the Company Health and Safety Policy.
- To take reasonable care of their own health and safety and that of others affected by their acts or omissions.
- To cooperate with management in complying with relevant statutory Health & Safety requirements.
- To make proper use of safety equipment provided.
- Not to intentionally misuse items or articles provided in the interests of safety.
- To report all accidents to their line manager whether injuries or damage have occurred or not.
- To report to their line manager any health and safety hazards that can affect learners health or welfare.

General Duties

- Systems are in place for learners, contractors and visitors to the company.
- Systems are in place for the safe use of all equipment.
- Adequate training, information, instruction and supervision is provided.
- Systems are in place to take immediate and appropriate steps when required.

Work equipment is kept in good working condition. This includes:

- The regular maintenance and servicing of equipment provided to ensure that work is conducted safely.
- To investigate and rectify any health and safety risks arising.
- Bringing to the prompt attention of the Company Secretary any health and safety issues that require their attention.
- Ensuring that all accidents and near misses are properly recorded, reported and investigated.
- Ensuring that systems are in place for maintaining safe access to and from the place of training at all times.
- To ensure all statutory Health & Safety requirements are implemented and maintained.
- To ensure all building designs and modifications whilst conforming to legislative requirements take into account the needs of the end user.

Line Management/Subcontractors

All levels of line management are responsible for ensuring that the health and safety policy is implemented within their own geographical areas and with all employees they manage/supervise. They must monitor the training venue/workplace to ensure that safe conditions are maintained.

Where hazards are identified, they must ensure the risks are controlled, so far as reasonably possible.

Management duties include the following:

- Ensuring that employees, contractors and members of the public are aware of safety procedures.
- Establishing that all equipment is suitable for the task and are kept in good working condition. This includes the regular maintenance and servicing.
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely.
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from work activity.
- Bringing to the prompt attention of the Company Secretary, any health and safety issues that require their attention.
- Ensuring that all accidents and near misses are properly recorded, reported and investigated.

- Ensuring general and specific risk assessments are carried out for all tasks and significant hazards are recorded and controlled.
- Maintaining safe access to and from the place of training at all times.

Learners

- All Learners of the Company have the following personal responsibilities under the Health and Safety at Work Act 1974.
- To comply with the Company health and safety policy.
- To take reasonable care of their own health and safety and that of others affected by their acts and omissions.
- To co-operate in complying with relevant statutory provisions.
- To make proper use of safety equipment provided.
- Not to intentionally misuse items or articles provided in the interests of health, safety and welfare
- To report all accidents to their mentor whether injuries or damage have occurred or not.
- To report to their mentor any health and safety hazards, safety problems or any shortcomings they find in the Company environs or health, safety and welfare arrangements.