



Date:	Jan.'24	Release:	Publication
Author:	Corp.Sec.		
Owner:	CyberDefenceDynamics		
Document Number:	POLMAN_H&S		


Revision History

Date of next review

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked
06/01/22	01/07/21	Structural adjustment	
06/01/23	06/01/22	Verification	
10/01/24	06/01/23	Verification	

Approvals

This document requires the following approvals. A signed copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version
D.Strudwick		Managing Director	10/01/24	1.02

Purpose

The policy is intended to provide formal guidance on the handling of health and safety within CDD's formal operational settings.

This policy is part of a library of commercial management approach including:

- Quality Assurance & Audit
- Safety Criticality in Software Engineering
- Ethics and Behaviours
- Cyber Security & Contingency Planning
- Environmental and Energy
- Government Security Management
- Special Projects
- Board Management
- Equality Diversity
- Development Policy
- Commercial Contractual Engagement
- Commercial/Professional Insurance

Health and Safety Overview

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Advice *While the policy is regularly reviewed, it is up to everybody to be cognizant of safety risk(s) and their personal responsibility to ensure that such risk does not become an issue.*

Executive Summary

(Specify the scope of the report e.g. Stage or Project)

Overall health and safety Codes of Practice

The over-riding code of practice regarding health and safety is not to engage in activities that generate no benefit and constitute box ticking and unnecessary administration.

Risk assessment procedure (Register)

CDD operates a light-touch approach to the assessment of H&S risk. It is necessary to keep its personnel safe, but it is their function to make sure that all equipment and environs are fit for purpose and safe to work within. An annual approach to risk assessment and mitigation is considered sufficient and a suitable register is administered appropriately.

Emergency/fire drill procedures

The business operates appropriate fire detection and quenching mechanisms in its offices. Fire inhibition and exits are available and means of escape are regularly verified as clear and available to ensure possible emergency exit.

First aid procedures (Register)

Personnel are advised to exercise caution with the apparatus operated by the business. However, the business has excellent first aid facilities and skills and a report mechanism to record events and assess any possible pattern of recurrence.

Health and Safety

Arrangements for reporting health and safety issues (Register)

Should H&S arise, there is a reporting mechanism and associated risk register to ensure visibility and that action(s) in response are taken at the earliest possible juncture.

Control of exposure to hazards and response

It is not necessary to expose personnel to excessive noise, vibrations, corrosive substances, heavy handling etc. in the normal conduct of CDD's business. However, suitable equipment will be available to ensure any such hazard arising from any such occurrence will be reduced to a minimum.

Equipment safety PPE use

All equipment is used at the operators own risk. However it may be necessary to undertake configuration activities or other unusual measures in the conduct of the business. Caution must always be adopted when carrying or moving apparatus.

In order to protect any elements of personal equipment (especially clothes), it may be necessary to don personal protective equipment (PPE). This will be provided as necessary and may be chosen to be used.

Maintenance and PAT testing of electrical equipment

For security reasons, CDD's equipment is operated in environs akin to domestic settings and PAT mechanisms are not usually required on a statutory basis. However, power distribution to the main research stacks and displays are fully protected and carefully monitored for consumption, regularised power management and graceful service degradation, arrangements well beyond the requirements of ordinary PAT testing.

Tobacco, drugs and alcohol consumption

The organisation does not consider it necessary to smoke on its premises and this practice is discouraged at all times.

Drug taking is entirely prohibited. Evidence of such behaviour would be fully investigated and dealt with on a *case-by-case* basis and may result in statutory intervention.

Consumption of alcohol (especially to any level of intoxication) is not considered conducive to our values and is discouraged, especially where/when it may become impactful upon individual performance.

Specific exclusions from CDD H&S policy

The business is aware of a other critical area of policy, however, while the role of such policy is clear, in light of the fact that CDD is a small, family run company, there is perceived to be little need to have certain areas of policy in play. Indeed, it is felt that such an operational policy at this stage in the company's development (i.e. only 4 employees as directors exercising significant control over the business' affairs), it may possibly be considered pretentious. These instruments might include:

- Health and safety training and induction procedures
- Catering and food hygiene procedures
- Arrangements for consulting with employees



Health and Safety

- H&S policy and procedure for driving / Public Transport / Flying¹
- Provision of welfare facilities
- Health and safety training and induction procedures
- Monitoring procedures (including H&S inspections)
- Safety of visitors/public

H & S Review

This is undertaken on an annual basis to ensure of its validity and to uncover any necessity for update.

¹ There is specific security procedure encompassing travel by public means, especially focussing on maintaining lowest possible risk of breach of confidentiality (e.g. unintended oversight of information).

Risk & Issues Register

For Significant risks and issues, additional details as follows.

Risk/Issue I.D.	Date Raised	Principal Title	Raised By	Details (+ First Aid reporting Id if necessary)	Recommendations and Reviewed By

First Aid Reporting Register

For Significant First Aid events it may be useful to provide additional details as follows.

Event Id	Date	What Caused/Triggered Accident	Actions Resolving	Identified as an Issue	Recommendations